



Position Title: HANNA's Pantry STSD Liaison

Supervises: None

Terms of Employment: 260 days. Individual Employment Contract.

The Susquehanna Township School District (STSD)-HANNA's Pantry (HP)Liaison is responsible for coordinating the partnership between STSD and HP to ensure the district's students and their families have access to nutritional snacks and groceries that meet their nutritional needs.

The Liaison will:

1. Provide groceries to STSD students and their families

- Maintain ongoing relationships and regular communications with social workers, guidance counselors, administrators, homeless liaison, registrar, food services, facilities director, CIS coordinators, student services, and others as needed to ensure students' access to emergency food or other essential items.
- Partner with school personnel to register families in need for HANNA's Pantry's regular distribution process.
- Partner with the senior high school guidance staff to offer volunteer opportunities for those seniors in need of hours for their alternate pathway to graduation.
- Work with life skills teachers to provide experiential learning opportunities in the Panty.
- Develop a process for summer school snack distribution and supply snack foods.
- Develop a process for snack distribution on half days and supply the snack foods.
- Work with school counselors, social workers, nurses, and administration to provide personal care items or other unique items to support students' well-being.
- Communicate with after school clubs, athletics to provide snacks when requested.
- Provide snacks for Guide Right Saturday events, upon request.

2. Develop and maintain partnerships with district personnel

- Coordinate facility upkeep with the district maintenance department.
- Partner with food services for food storage and shared food and distribution needs.
- Recruit staff to volunteer at distribution or other Pantry-related events.
- Recruit staff to organize food or donation drives.
- Ensure STSD is represented on HP's board of directors.
- Work with administrators and the technology department to disseminate information to students and their families about HANNA's Pantry distributions and membership.
- Submit reports, as requested, to the STSD Administration and School Board.

3. Partner with STSD to support special events.

- Provides snacks for, special events; Sunshine Festival, Back 2 School Bash, National Night Out, Trunk or Treat, and others as requested.
- Shares Pantry equipment such as canopies, tents or pallet jacks.
- Attends open houses and orientations to inform families of Pantry and provides snacks.

STSD will provide the liaison:

- Office space in close proximity to the pantry
- Building access for all STSD buildings
- An STSD email account and STSD computer
- An annual stipend of \$6,000