

VISTA Assignment Description (VAD)

Title: Inventory Specialist Vista

Sponsoring Organization: Feeding America Tampa Bay

Project Name: Feeding Tampa Bay VISTA Project

Project Number: 16VSSFL008

Project Period: 08/23/2017 – 08/23/2018

Site Name (if applicable): Feeding Tampa Bay

Focus Area(s)

Primary: Healthy Futures

Secondary:

Note:

VISTA Assignment Objectives and Member Activities

Goal of the Project: To increase the capacity of the Feeding Tampa Bay partner agencies by empowering them with the knowledge, tools and resources to expand the distribution of food to those who are food insecure within our 10 county territory. Increasing the agency capacity will allow our agencies to reach more individuals who struggle with hunger.

Objective of the Assignment

Become oriented with the Feeding Tampa Bay inventory processes & system, warehouse space, and key staff members.

Member Activities:

Member Activity 1: Complete onboarding activities to get a general understanding of operations and processes of our warehouse staff, drivers, and the mission of Feeding Tampa Bay.

Summary of Accomplishments: Complete orientation activities at Feeding Tampa Bay.

Objective of the Assignment

Assess and streamline internal processes for program distributions, in collaboration with FTB Programs Staff

Member Activities:

Member Activity 1: Learn the inventory processes and software at Feeding Tampa Bay through observation and shadowing key staff. Assess the receiving, distribution, and transfer processes of donated food utilizing lot and pallet tracking under the guidance of Feeding Tampa Bay inventory staff.

Member Activity 2: Make recommendations of improved efficiency to the inventory processes at Feeding Tampa Bay, test recommendations with the warehouse staff and drivers, and implement changes to procedures as appropriate.

Summary of Accomplishments: Complete orientation activities at Feeding Tampa Bay.

Objective of the Assignment

Develop a manual to ensure sustainability of the project.

Member Activities:

Member Activity 1: Complete a report of recommendations for improvement of inventory processes at Feeding Tampa Bay including updates to standard operating procedures.

Summary of Accomplishment: Inventory manual is updated to reflect Ceres system upgrade and system implementation inventory recommendations for improvement.