

Food Service SEL Competency 5.3 and 5.5 Reflection

For 5.3, I spearheaded many projects and other aspects of most of the sites throughout the sites in Meals on Wheels. To start my reflection, I organized site visits and audits at multiple sites to meet my new project goals and adjust my goals with the goals of Meals on Wheels. I also managed the food delivery operations and the deliveries itself but also the storage audits across most of the sites on meals on wheels. I managed this by being on site or reviewing all documents regarding orders and deliveries to ensure that they were to standard of Age Guide but also not losing Meals on Wheels funds. Then I developed and finalized my food safety presentation, while organizing the meeting where I would present my findings. I also, organized time throughout this meeting and my presentation to receive feedback to ensure that the next intern can implement my changes to ensure growth on both sides. I also reduced and changed my slides to fit the timeline and ensure that the goals and objectives for the site managers were met. Then I planned, created and implemented the Age Guide audit at 2 sites to achieve the overall internship goals to meet my competency. I also organized the financial audit data by asking the proper sources for all data and information but also compiling all this data in an evidenced based manner to create my presentation. I organized the data in a way to create spreadsheets, data graphics, reports and the presentation itself to eventually give that presentation to the CEO, Richard and the finance office. Lastly, I managed multiple goals, task and objectives at once, including the audit reports, site visits, presentations, vehicle deliveries and very late notice site help, and this was all while I was meeting other project deadlines.

For 5.5, I developed and implemented presentation and audits for risk management strategies and programs. To begin with my presentations, I created my food safety presentation that was to help the site managers develop and mitigate risk from food safety and went over procedures and a Q&A. I used the presentation and the Q&A to not only delivery risk management programs regarding food safety but also allow the site managers to openly talk amongst everyone to work through their successes and downfalls to help me compile a list to build a new strategy for all sites to help keep the workers, volunteers and clients safe. I then conducted my Age Guide mock audits to help identify the risk and develop strategies to mitigate risk. I created a report from my findings to eventually give to Richard to build on his own knowledge to pass down these preventative measures to the site managers. I would not be at Meals on Wheels when these changes would be implemented but I would like to believe that what I found and developed would eventually help better serve the clients in Will County.