



Role of the In-School Coordinator

The In-School Coordinator is vital to the success of the Fresh for Kids in the school. As the In-School Coordinator, you will be responsible for distributing and delivering fruits and vegetables to classrooms in your school, as well as working with BCAITC to monitor and record successes and challenges.

Questions/Concerns:

- Email help@aitc.ca
- Call 1-866-517-6225 between the hours of 8:00 am and 4:00 pm Monday to Friday
- Consult website: www.aitc.ca/bc/myschool/login
 - On your school login you will find all of the information you need to successfully run the Fresh for Kids in your school including product listing, product information sheets and product reporting log sheets, delivery dates, scheduling, and product serving sizes

Duties and Responsibilities

Ensure Food Safety:

- Plan operations with BCAITC and your school's FOODSAFE Level 1 certified designate (recommended but not mandatory)
- Ensure the FOODSAFE Level 1 certified designate for your school is present when the cases are opened and when preparation and distribution of the product takes place

Communicate:

- Oversee implementation, coordination and operation of the Fresh for Kids
- Communicate information between your school's primary contact and BCAITC
- Submit your school's Annual Renewal Form online to the BCAITC Program office in June
- Involve staff and students in a whole-school approach; share the tasks of preparing and distributing fruits and vegetables
- Ensure parent permission forms go home every September for new students. Your school is responsible for creating and distributing the forms—samples available on the school login

- Record product information on the Fresh for Kids product log sheets found on the school login page www.aitc.ca/bc/myschool/login
- Report any problems or concerns with the fruits and vegetables to BCAITC. If the product is not suitable for consumption, take a picture of the product, its box, the bar code and the product expiry date. Report your findings and upload the product photos, via the school login and follow up with a phone call to BCAITC office at 1-866-517-6225
- Participate in the evaluation of the Fresh for Kids as feedback from Fresh for Kids participants and stakeholders is key to assessing how we may improve the Program

Distribute the Product:

- Prior to the product arriving make sure the fridge has been thoroughly cleaned and disinfected
- The in-school coordinator should receive the product at the time of delivery. Please ensure that it is refrigerated right away, if required.
- Handle the acceptance and delivery of fruits and vegetables according to FOODSAFE specifications:
 - Wash hands for at least 20 seconds in warm soapy water
 - Dry hands thoroughly using clean paper towels or another single-use device, as our hands can spread bacteria
 - Have clean clothes and hair controlled
 - Ensure serving containers are washed according to FOODSAFE standards
 - Check all produce before it is delivered to classrooms
- In-School Coordinators or volunteers with open cuts, or ill (with symptoms such as fever, chills, cough, diarrhea, vomiting), must be excluded from food contact activities
- Wash all fruits and vegetables provided in the Fresh for Kids prior to consumption
 - This can be easily achieved right in their packaging, with clean drinking water (soaps or sanitizers are not needed), with the exception of sealed sliced products, which are ready to eat
 - Also, have students wash their hands with soap and water before eating

Communicate Importance of Hand Washing Procedures

Hand washing is also especially important:

- Before and after eating
- Prior to preparing or handling food

- After going to the washroom
- After blowing your nose, coughing or sneezing
- After touching your mouth, face or hair
- After smoking and vaping
- After handling raw meat, poultry, fish, eggs or unwashed vegetables
- After handling dirty dishes
- After touching boxes or garbage
- After handling animals, birds, fish or reptiles

Take Care of Distribution Serving Trays:

- The trays must be cleaned and sanitized following FOODSAFE standards before each use
- Place the appropriate amount of fruits or vegetables for the classroom in each tray and then deliver to classrooms.
- When snack time is over you will need to collect the classroom trays and wash them following FOODSAFE standards

Distribute Extra Fruits and Vegetables:

- You may have leftover produce because we do not break case lots of produce for food safety reasons.
- Use leftover produce:
 - In the school Culinary Arts program or Home Economics class
 - Provide it to a school meal program in the school
 - Donate to local food bank

Manage School Information and Login

Upon enrollment into the Fresh for Kids, each person who has been registered as a contact for the Program is able to use their email address when signing into the school login. Each contact is responsible for setting up and maintaining their password. We recommend bookmarking the school login page and accessing it once a week to check:

- List of deliveries
- Product log sheets

- Delivery policies and FAQs
- Suggested Portions document
- Information Sheets (Primary and Intermediate Fresh Stories) for each product (available to download from website: www.bcaitc.ca >> Click Educational Resources >> Enter "Fresh Story" >> Search)
- Available resource materials

Update School Information

You can submit changes to your school's information using the appropriate online form on your school login:

- Changes to general school information NOT related to the Fresh for Kids, such as principal, student population, school address, etc., can be made directly on the home page. Simply click on the appropriate "Edit" button, underneath the information that you wish to change.
- For changes specific to the Fresh for Kids, such as In-School Coordinator, Do Not Deliver Dates, allergies, etc., there is a separate online form. Click on the "My Info" link in the Fresh for Kids section to get to the page that shows your school's list of deliveries. Then, to make your change, click on the link "Edit My Info" located in the upper right corner.