

## Cross Training Matrix

*Use this matrix as a guide to prepare for cross training of key functions of volunteers and/or staff.  
At least two people should be trained in each major task.*

<b>Primary Person's Name &amp; Position</b>	<b>Task</b>	<b>List Key Responsibilities &amp; Tasks</b>	<b>Back Up's Name &amp; Position</b>	<b>Back Ups Trained? Yes or No</b>	<b>Notes</b>
Hope O'Reilly, Program Coordinator	Guest Registration	Registers guests using the agency's intake form	Erica Hill, Volunteer	Yes	Have Erica do registration once a month to stay current.
Hope O'Reilly, Program Coordinator	Food Pantry Statistics	Tallies up number of households, people, and visits each month to report to Program Coordinator and the Food Bank. Stats due by the 10 <sup>th</sup> of the following month.		No	Plan to train Amber, pantry volunteer on February 9 <sup>th</sup> to show her how to gather stats and report. Have Amber do the stats for March and check her work before submitting. Have Amber do stats once a quarter to stay current.
	Placing Food Bank orders	Place online orders at the Food Bank and understand the ordering system and timeframe to order.	Julie Winter, Volunteer	No	Prioritize identifying the primary person responsible for placing RICFB orders and sign them up for a Food Bank orientation.