

PROGRAM: Food and Nutrition

POSITION: Food Safety Instructor

Application Deadline	Start Date	Wage	Hours Per Week	Must Be Available
	June 15, 2026	\$23.00/ hour	40	M-F

DEFINITION:

The Summer Meals Program has served over one million meals to children and youth in the District of Columbia. These meals help children throughout the District to obtain the nutrition they need to learn, play, and grow during the summer months when school is not in session.

EXAMPLE OF DUTIES:

- Daily implementation and execution of ongoing training classes for Food Safety certification.
- Assist in developing and facilitating training materials for staff.
- Prepare and submit written and/or verbal reports for the Food Program Manager.
- Present food safety public training courses using the Serv Safe curriculum.
- Create/Update and maintain Excel master spreadsheet for Food Safety Managers certification online database.
- Edit training material content to ensure materials are accurate.
- Occasional travel to DPR sites in DC to provide onsite training may be required will receive mileage reimbursement.
- Must be able to identify students training needs to modify training plans.
- Must maintain accurate student exam scores, record keeping providing weekly reports.
- Demonstrate exceptional service standards and a thorough knowledge of Food Safety best practices
- Team player willing to perform tasks at the highest level. to support the overall success of the program.
- Must possess a Food Safety Instructor Certification to administer and proctor Serv Safe exams.

MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:

- Must be 21 years of age or older
- High School Diploma or GED preferred
- Must possess a valid driver's license and personal vehicle to use daily for work.
- Position is entitled to monthly mileage reimbursement.
- Must possess a valid Food Managers License registered in the District of

Columbia.

- Must possess a Food Safety Instructor Certification to provide Serv Safe Food Safety Certification Training, and Proctor exams.
- Proficient in Microsoft Office, Administrative duties (i.e., Typing, data entry, filing).
- Excellent friendly Customer Service skills and must be organized.
- Must be willing to work in a flexible environment to accommodate agency training requests.
- Ability to operate in a high-volume work environment

PROGRAM: Food and Nutrition

POSITION: Food Monitor

Application Deadline	Start Date	Wage	Hours Per Week	Must Be Available
	June 15, 2026	\$20.00 / hr	40	Days Evenings

DEFINITION:

The Summer Meals Program has served over one million meals to children and youth in the District of Columbia. These meals help children throughout the District to obtain the nutrition they need to learn, play, and grow during the summer months when school is not in session.

EXAMPLE OF DUTIES:

- Assist with coordinating daily activities, daily records collection, providing training support for monitors, and site staff for Summer Meal sites.
- Facilitate, already prepared training materials for monitors
- Customer Service Monitor site support: provide support to ensure daily food deliveries are completed and on-time, ensure all meal service times are accurate. ensure all meal sites are open on-time, ensure all monitor site visits are completed.
- Provide daily updates to the Food Program Manager and Admin Office support staff.
- Prepare and submit written and/or verbal reports.
- Screen route sheets for meal site address accuracy for monitor staff support.
- Perform some cleaning duties, refrigerator, kitchen and meal service area.
- Support the Food Program Manager and Admin Office in planning and reviewing the day-to-day program operations.
- Provide written communication for all incidents to the Food Program Manager and Admin Office support staff.
- Provide quality assurance site monitoring visits to ensure daily operations are operating on-time and food is high quality

MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:

- Must be 18 years of age or older.
- High School Diploma or GED preferred.
- A valid driver's license, and reliable vehicle to use daily for work preferred.
- Position is entitled to monthly mileage reimbursement.
- Preferred a valid Food Handler/Food Manager License.
- Proficient in Microsoft Office and administrative duties (i.e., Typing, data entry, filing).
- Excellent customer service skills.