

PROGRAM: Summer Meals Program

POSITION: Food Monitor

Application Deadline	Start Date	Wage	Hours Per Week	Must Be Available
	May 18, 2020	\$16.00 / hr	40	Days Evenings

DEFINITION: The Summer Meals Program has served over 1 million meals to children and youth in the District of Columbia. These meals help children throughout the District to get the nutrition they need to learn, play, and grow throughout the summer months when they are out of school.

EXAMPLE OF DUTIES:

- Work with and communicate with office staff and employees on program concerns
- Assist in facilitating, developing trainings and materials for staff
- Prepare and submit written and/or verbal reports for supervisor
- Screen route sheets
- Visits all assigned sites daily to ensure that the food service is operating to USDA guidelines
- Reconcile any discrepancies in meal counts and records with the site supervisor
- Handle routine complaints and problems referred by staff or as directed by the supervisor

MINIMUM QUALIFICATIONS/EDUCATION/EXPERIENCE:

- Must be 21 years of age or older
- Must possess a minimum of a High School Diploma or GED
- Must possess a valid driver's license and personal vehicle
- Must possess a valid Food Handler's License
- CPR & First Aide Certificate preferred
- Proficient in Microsoft Office and administrative duties (i.e. Typing, data entry, filing)
- Excellent customer service skills
- Ability to operate in a high volume work environment