

**PROGRAM:** Summer Meals Program

**POSITION:** Senior Food Monitor

<b>Application Deadline</b>	<b>Start Date</b>	<b>Wage</b>	<b>Hours Per Week</b>	<b>Must Be Available</b>
	May 4, 2020	\$17.00 / 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:**

- Supervise, monitor, and communicate with office staff and employees
- Facilitate, develop trainings and materials for staff
- Prepare and submit written and/or verbal reports for Chief Program Manager
- Screen route sheets, input payroll and performance reports
- Prepare and submit written and verbal reports for supervisor
- Work closely with supervisor in planning and reviewing the day to day operation of the program and inform the supervisor of the work load, special activities, and/or any pending problems
- Inform supervisor about problems found at sites and that a corrective action plan is in place and documented
- Assists in the performance of quantitative and qualitative studies for evaluating the performance of the program, and preparation of reports as necessary, to ensure that the objectives of the department are achieved
- Visits all assigned sites daily to ensure that the food service is operating according to USDA guidelines
- Perform other related duties assigned

**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
- 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
- Effectively communicate with others orally and in writing