



THE FOOD BANK JOB DESCRIPTION

TITLE: Site Supervisor - Children's Program (Summer Feeding Program)

CLASSIFICATION: Temporary/ Part-time

SUPERVISOR: Children's Program Coordinator

JOB QUALIFICATIONS:

- Proficient in computer operation using Microsoft Suite
- Proven ability to oversee multiple projects simultaneously, ability to meet deadlines and have attention to detail.
- Have excellent oral and written communication skills
- Be able to work with a variety of people and personalities
- Be sensitive to the needs of low-income people
- Be able to lift 50 pounds
- Be able to work in hot, outdoor conditions
- Have or able to obtain Class E License
- Be able to work 15 hours per week

RESPONSIBILITIES:

- Act as a Site Supervisor during the Summer Feeding Program; July through August.
 - Loading/unloading vehicles daily with food service supplies
 - i. Full coolers, sandwich boards, activity totes, etc.
 - Setting up site area for meal service, which may include tables, chairs, pop-up tents
 - i. Set up and tear down
 - Supervise meal service and ensure all meals are eaten on site
 - Interact w/ children attending meal service
 - Attend training session
 - i. Ensure volunteers read training materials & sign documentation before meal service starts
 - Keep paperwork pertaining to food temps/meal service counts that will be turned in to the State
 - Be available daily from 11:00-2:00

WORK AT ALL TIMES TO KEEP THE IMAGE OF THE FOOD BANK A POSITIVE ONE IN THE PUBLIC VIEW

ALL OTHER DUTIES AS ASSIGNED.