

EMPLOYMENT OPPORTUNITY
CITY OF CHESTER
SUMMER FEEDING PROGRAM ASSISTANT DIRECTOR
Part-time – Seasonal

RESPONSIBILITIES

- Provide initial and ongoing training for sponsor and site personnel
- Design forms for recordkeeping purposes
- Maintain liaison with vendor to adjust meal delivery
- Check reimbursement vouchers
- Maintain records on number of meals served
- Ensure area schools have access to outreach materials
- Check monitors' reports
- Prepare weekly summaries of monitoring efforts
- Provide ongoing training for monitors
- Visit sites with monitors
- Determine need for and following through on corrective action
- Review the meal counts submitted by sites for unusual meal count patterns, (e.g., first meals always or usually equal meals delivered)
- Report site problems to the Director

Application should be submitted to Carla Roof, Human Resources Director, 100 West End Street, Chester, no later than 12 noon, Friday, February 15, 2019. The City of Chester is an EOE-H.

Applications may be obtained from the City of Chester or www.chestersc.org.

Position is Subject to the following Background Checks: Criminal History, Driving History, Drug Test, Medical/Physical.