

**EMPLOYMENT OPPORTUNITY**  
**CITY OF CHESTER**  
**SUMMER FEEDING PROGRAM DIRECTOR**  
**Part-time – Year round**

**RESPONSIBILITIES**

- Annually attend State Agency training
- Provide overall management and supervise the SFSP
- Select sites
- Submit applications/agreements to State agency
- Correspond with State agency
- Coordinate with other agencies and conduct outreach efforts
- Hire, train, and supervise staff
- Arrange for food preparation or delivery
- Ensure that all monitoring requirements are met
- Adjust meal orders
- Submit reimbursement vouchers
- Ensure civil rights compliance
- Handle all negotiations with vendors for purchased meals
- Coordinate and delegate outreach responsibilities
- Ensure all program documents are maintained for 3 years plus the current year
- Ensure site information with the State agency is current and reflects the operation of each site including change in meal service types, meal service times and the average number of children served (for meal cap)
- Ensure site supervisors know how meals will be provided (vended or self-prep delivered) and the menu
- Ensure office and sites have “Justice for All” poster
- Maintain time and attendance records of staff for preparing payroll
- Oversee monitors and schedule monitor reviews.

Application should be submitted to Carla Roof, Human Resources Director, 100 West End Street, Chester, no later than 12 noon, Friday, February 8, 2019. The City of Chester is an EOE-H.

Applications may be obtained from the City of Chester or [www.chestersc.org](http://www.chestersc.org).

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