



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

Job Description

<i>Job Title:</i>	Summer Food Service Program (SFSP) Site Monitor
<i>Department:</i>	Family & Community Services
<i>Position Status:</i>	Part Time, Temporary: June-August 2026; Non-exempt
<i>Expected Pay Rate:</i>	\$16.00 per hour
<i>Supervised by:</i>	Program Manager

General Statement of Duties:

In coordination with the Program Manager, the SFSP Site Monitor is responsible for overall coordination and operation of the Summer Food Service Program.

Specific Duties or Typical Work Activities:

- Coordinating the daily operations of the Summer Food Service Program
- Assist with Site Supervisor and volunteer trainings
- Coordinate outreach efforts
- Conduct site visits (visit all sites within first week of operation)
- Monitor Site Supervisors
- Coordinate ordering and daily deliveries to Summer Food Service Program sites
- Track and report daily counts of delivered meals
- Report issues or concerns to Program Manager
- Conduct on-site training as needed
- Assisting in the Agency food pantry following service at the sites, as requested
- Other related work, as requested

Required Knowledge and Skills:

- Organization, working independently with children & volunteers a plus.

Qualifications:

- High School Diploma or equivalent required
- Associates Degree preferred

Additional Expectations:

- Must have a valid NYS Driver License, an acceptable driving record, and adequate auto insurance coverage.
- Must comply with all Agency policies and procedures, using the Program Policy and Procedure Manual as a reference.
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the program or service provided.
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, agency operations, or personnel of the agency.
- Required to maintain accurate documentation including, but not limited to, purchase orders, petty cash, expenditures, mileage records, and menus.

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