



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

## Job Description

*Job Title:* Summer Food Service Program (SFSP) Site Monitor

*Department:* Family & Community Services

*Position Status:* Non-exempt  
Part Time, Temporary: June-August 2022

*Supervised by:* 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
- Other related work, as requested

### *Required Knowledge and Skills:*

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

### *Qualifications:*

- AA Degree

### *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.

Catholic Charities of Cortland County is an Equal Opportunity Employer.

Last Updated: 6/6/2022