



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

Job Description

<i>Job Title:</i>	Summer Food Service Program (SFSP) Site Supervisor
<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>	SFSP Site Monitor & Program Manager

General Statement of Duties:

In coordination with the Program Manager, the SFSP Site Supervisor is responsible for service of meal, daily count of meals, cleanup of site, and the overall coordination and operation of the site.

Specific Duties or Typical Work Activities:

- Attend mandatory trainings
- Be present onsite for entire meal service
- Receive and account for delivered meals
- Ensure the safety of the food
- Clean site after meal service has ended
- Ensure site remains safe, sanitary and comply with all local health and safety standards
- Report issues or concerns to the Site Monitor or Program Manager
- 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

Additional Expectations:

- 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, and menus.

Catholic Charities of Cortland County is an Equal Opportunity Employer.

Last Updated: 4/9/2026