

CITY OF EAST PROVIDENCE SUMMER EMPLOYMENT OPPORTUNITY



SUMMER FOOD SERVICE PROGRAM SUPERVISOR 2022 PART-TIME/SEASONAL (9 week program) \$14.00 per hour

Assists the program administrator with the operation of the free meals program that is offered to youth and teens aged 18 and under at selected locations throughout East Providence. Supervises and assists with training of meal servers and ensures compliancy of program, RI Department of Health and USDA guidelines.

The Summer Food Service Program Supervisor is a part-time position, June 23 – August 25, 2022 (25) hours per week under the supervision of the Director of Recreation:

Requirements: Candidates must be at least eighteen (18) years old, be a high school graduate or have a GED. Possess a valid driver's license. Possess working knowledge of computers and internet.

Essential Duties and Responsibilities:

- Daily inspections of meal locations to provide oversight and confirm proper procedures.
- Complete service monitoring and beneficiary data reports for all program sites.
- Verify accurate record keeping of meal components and delivery slips and make note of any substitutions/deviations from the day's menu.
- Review meal count sheets for accuracy
- Organize and maintain meal site records at the Recreation office and assist with reimbursement procedures.
- Ensure all sites have adequate supplies and standardized forms.
- Maintain communications with site staff and food vendor and troubleshoot any issues with meal delivery and service.
- Assist with program advertising and outreach.

Apply online at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&cclid=19000101_000001&type=JS&lang=en_US



Application must be submitted no later than May 27, 2022 by 4pm.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Posted 4/25/2022