

Upward Bound – Summer Food Service Monitor

TITLE: Summer Food Service Monitor

DEPARTMENT/DIVISION: Upward Bound

DATE PREPARED: February 22, 2022

REPORTS TO: Director of Upward Bound

CLASSIFICATION: Temporary (Part-time)

POSITION SUMMARY

Under general supervision, the Food Service Monitor is to accurately count complete meals of participants and staff to ensure that every eligible participant is receiving the required serving of each food group. The Monitor ensures that sites operate according to program rules and that accurate site records are available to justify payment to the sponsor. Must know the program requirements so they can spot problems at the site quickly and recommend solutions.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Check site operations to make sure that the site maintains adequate records and that the program is operating in accordance with the requirements.
- Thoroughly examine the meal service from start to finish, correcting problems and providing additional training where necessary.
- Reconcile any discrepancies in meal counts and records with the site supervisor.
- Prepare reports for site supervisor.
- Conduct pre-operational site review.
- Other duties as assigned by supervisor.

OTHER DUTIES AND RESPONSIBILITIES

- Assists UB Coordinators throughout the day with supervision during meals.
- Assists Office Clerk with hourly attendance from teachers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge:** Applicant must have a strong working knowledge of the USDA Summer Food Service Program.
- Skills:** Applicant must be a self-starter, punctual, possess excellent time management skills, and be able to keep accurate counts in a noisy environment.
- Abilities:** Applicant must be reliable and adhere to a strict weekly schedule while working with a diverse population. Must act professionally, maintain a great working relationship with the staff from Upward Bound, Seminole State College, Great Western Dining, and the Upward Bound participants.

APPROVALS:

Supervisor: _____ Date: _____

Vice President: _____ Date: _____

Human Resources: _____ Date: _____

Employee Review: I have read the above job description, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the College's needs. I attest I have been given a copy of this description.

Employee Signature: _____ Date: _____

APPLICATION PROCEDURE:

Applications are available in the Upward Bound office (Scott 108) during regular business hours (8:00 – 4:00). Completed applications should be submitted along with college transcripts (if applicable) to: Upward Bound, Seminole State College, P. O. Box 351, Seminole, Oklahoma 74818.

DEADLINE FOR APPLICATIONS:

Application reviews will begin on April 04, 2022 and will continue until the positions are filled.