

**THE SCHOOL DISTRICT OF PHILADELPHIA**  
Division of Food Services

**After School Feeding Job Opportunity Bulletin**

**After School and Saturday Feeding Program Monitor**

**School Year 2010- 2011**

**General Definition**

This is an administrative and supervisory food service position overseeing the work of After School and Saturday Food Service Program site employees. The employees in this class visit schools to ensure compliance with government and state regulations and the policies and procedures of the Division of Food Services. Significant aspects of work include the maintenance of records pertaining to meals served and received. Work is performed under the direction of the Food Service Supervisor.

**Typical Examples of Work (Illustrative Only)**

- Plans, supervises and directs the activities of food service staff and other staff who may be assigned by the program administrator working in After School and Saturday feeding programs.
- Conducts individual school cafeteria visitations to evaluate the compliance with government, state and food service division policy and procedures as they relate to meal claiming for the After School and Saturday programs. Paying particular attention to the efficiency of the program as it is operated; inspects personnel, kitchens, cafeterias, lunchrooms, and related equipment to ensure adherence to sanitation and cleanliness standards; and implements corrective action when necessary. May be required to visit more than one location on any given day.
- Promotes student acceptance of the After School and Saturday feeding programs.
- Provides on-the-job-training for After School and Saturday feeding personnel when needed.
- Acts as a liaison between the Division of Food Services and school administrators, students, parents, and community associations in promoting the After School and Saturday feeding program.
- Works with Food Service Field Supervisor in implementing any corrective action that is deemed necessary.
- Must utilize own vehicle. Mileage reimbursement will be made by the SDP.
- Must be able to lift 40 Lb.
- Monitors must be available to work weekday afternoons and Saturday morning and or afternoon.
- Performs related work as required.

**Required Knowledge, Skills and Abilities**

- Knowledge of methods, materials, equipment, safety and sanitation measures used in preparing and serving food in large scale operations.
- Knowledge of supervisory methods and techniques.
- Knowledge of U.S.D.A. state, and Division of Food Service regulations and guidelines.
- Ability to explain policies and procedures to staff and prepare reports and summaries.
- Ability to establish and maintain effective working relationships with school and program administrators.

**Minimum Acceptable Training and/or Experience**

- Must be a current FSW#3, or SFSW employed by School District of Philadelphia, Division of Food Service employee & Local 634 member.
- Must have experience overseeing the day-to-day food service operation serving 450 meals or more.
- Possession of a valid driver's license to operate a motor vehicle and current automobile insurance.

**Selection Process.**

- Selected candidates will participate in an interview process. Please note that not all qualified candidates may be selected for an interview.

## **Salary**

- Regular appointed employees working in this position shall be paid at their current rate of pay

## **Conditions for Employment**

- Reference ADA 42 U.S.C.S., Section 12113(d) - person in job not have or contract any disease listed by the Secretary of Health and Human Services. Such persons may be removed from their job pursuant to the Americans with Disabilities Act and appropriate due process.
- Please note that an employee's attendance, punctuality, and performance are important factors to be considered in the selection procedure. Applicants who have been subject to disciplinary action or who have documented records of unsatisfactory work performance may not be considered for this position.

All interested applicants must complete the attached application below.

**School District of Philadelphia-Division of Food Services**  
**2010-2011 AFTER SCHOOL & SATURDAY FEEDING PROGRAM**  
**MONITOR EMPLOYMENT APPLICATION**



Position Applying for: **Monitor**

Name: \_\_\_\_\_ Last four digits of Social Security # \_\_\_\_\_  
You must be a current School District of Philadelphia, DIVISION OF FOOD SERVICE FSW111 or SFSW to apply.

Current Job Title: FSWIII SFSW (CIRCLE ONE)

Current School Name: \_\_\_\_\_ School # \_\_\_\_\_

Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

All employees must be available to work from September 22, 2010 through June 17, 2011

**APPLICATIONS ARE DUE (Postmarked): Wednesday, October 25, 2010**

**Send completed applications by US mail to: Attention Teacher Welcome  
Center 440 North Broad Street, Suite 111  
Philadelphia, PA 19130**

APPLICATIONS POSTMARKED AFTER 9/10/2010 WILL NOT BE ACCEPTED! School District of  
Philadelphia is not responsible for lost, stolen or incomplete applications.

**No faxes will be accepted**