

THE SCHOOL DISTRICT OF PHILADELPHIA

Division of Food Services

Job Description- After School and Saturday Feeding Program Monitor, School Year 2011- 2012

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 Field 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.
- 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 currently employed by the School District of Philadelphia, Division of Food Service as a FSW#3, LFSW, FSW#2, FSW#1 or Utility Worker.**
- 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. **Must provide a copy of a valid current driver's license.**
- **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.**

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 than an employees 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.