



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 13-2009

Department	<u>Human Services</u>	Number of Positions	<u>6</u>	Wage	<u>\$17.36</u>
Job Title	<u>Food Service Monitor / Social Service Aide</u>	Location	<u>Seattle Municipal Tower: 56th floor/Various locations</u>		
Start Date	<u>6/15/2009</u>	End Date	<u>8/25/2009</u>	Work Scheduled Between	<u>8:00</u> AM <u>4:00</u> PM
Summer Schedule	<u>up to 35</u> Hours/Week				
Special Work Scheduling Requirements	Start date may begin prior to work study award. First week will be 40 hours for training and then reduced to 35 hours per week. 1 hour lunch break.				

SUMMARY OF WORK TO BE PERFORMED:

The Summer Food Service Program provides meals to low-income children ages 1-18 living in Seattle and parts of King County. Food is served at a variety of locations including playgrounds, community centers, YMCAs, summer schools, and community based organizations. No experience is necessary, all majors welcome!

The monitor will be responsible for visiting summer programs serving Summer Food Service Program breakfasts and lunches to children and youth. He/she will train and provide technical assistance to sites in order to assure compliance with USDA and City program regulations. He/she will monitor programs by making site visits and conducting meal reviews, and will develop and enforce corrective actions if the agency is out of compliance. The monitor will document his/her observations in written site visit reports and will keep detailed records according to the USDA guidelines. The monitor will complete additional office and monitoring tasks as assigned.

DUTIES STATEMENT:

% of time 60	1)	Visit and review Food Services Sites (which are summer programs for children and youth). Provide training and technical assistance to assure compliance with USDA and City program regulations. Develop and enforce corrective action plans as needed.
35	2)	Prepare site visit reports, review agency reports, assure that sites meet all paperwork, food distribution and on-site requirements.
5	3)	Support Program Coordinator and other staff as needed, including delivering food.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Familiarity with Seattle area summer programs for children and youth. Familiarity with the inner workings of city government and the administration of federal and state regulations. Increased awareness of the hunger problems and programs in the Seattle area. Experience providing training and technical assistance. Experience enforcing regulations and corrective action plans through the use of assertive communication and conflict resolution skills. Experience as a representative of city government. Strengthen interpersonal skills.

MINIMUM QUALIFICATIONS: Must have work study funding through school's financial aid package (proof required). Valid WA State driver's license and proof of safe driving record. Pass a criminal background check. Experience working with the public and possess good interpersonal skills.

DESIRED QUALIFICATIONS:

Ability to successfully work with people of diverse backgrounds; work cooperatively as part of a team, as well as independently; communicate effectively and assertively, both orally and in writing. Knowledge of recordkeeping and attention to detail.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Employees will receive a full week's orientation regarding Summer Food Service Program regulations, working with diverse communities, and state auditing procedures. A Monitor Handbook will be provided.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

Monitor will report daily to Coordinator and Assistant Coordinator but will work independently much of the time.

Application Instructions:

- 1) Send your resume and school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (13-2009), department, and your e-mail address.

Please do not apply until you have a summer work study referral/authorization form from your college/university.

Positions are open until filled so apply as soon as you receive your summer work study form.

We only hire students with WA State work study funding. Questions? Call 206/684-8088.