**Position Description**

**Position Title:** Site Monitor

**Basic Function:** Responsible for technical assistance, training and enforcing program regulations for Summer Food Service Program, under the supervision of Food Service Director.

 **Position Responsibilities:**

* Checking site operations to ensure that records are maintained and that program is operating in accordance with requirements.
* Visiting all assigned sites within the first week of operation, to ensure that the food service is operating smoothly and that any adjustments or problems are taken care of.
* Reviewing food service operations of all assigned sites with the first four weeks of operation to thoroughly examine meal service from start to finish, correcting problems and providing additional assistance.
* Revisiting sites as necessary to collect records or deliver forms.
* Preparing reports of your visits to the sites and ensuring that the reports are included in an official file for each site.
* Suggesting corrective action to the site supervisor for problems encountered.
* Conducting site training as necessary.
* May perform other duties as required.

**Specifications:**

This position requires a high school diploma**.** Must be 16 years or older.

Must have a license and vehicle