

Anise Miller  
Human Resource Generalist  
Department of Human Resources  
Ext-7968

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**City of Chester**  
**Job Posting**

**Position Title:** Director Summer Food Program  
**Organization Unit:** Parks & Recreation Department  
**Reports to:** Director of Parks & Recreation  
**Vacancy:** 1

**Summary:** Provides support to the Director of the Department of Parks, Public Property and Recreation while maintaining the operation of the Summer Food Service Program. The candidate will manage and supervise the City's Summer Food Service Program.

**Duties include but not limited to:**

1. Ability to annually attend State agency training
2. Ability to correspond with State Agency, submitting application/ agreements
3. Ability to coordinate with other Agencies and conduct outreach efforts
4. Ability to conduct interviews to hire, train and supervise staff
5. Ability to provide initial and ongoing training for sponsor and site personnel;
6. Must ensure that all monitoring requirement are met
7. Handle all negotiations with vendors for purchased meals, arranged for delivery, and adjust if needed.
8. Ensure all program documents are maintained for 3 years plus the current year
9. Must submit reimbursement vouchers
10. Ensure site information with the State agency is current and reflects the operations of each site including changes to meal service types, time and the average number of children served.
11. Ensure site supervisors are knowledgeable regarding how meals are provided and the menu
12. Ensure office and sites have "Justice for All"
13. Submit reimbursement vouchers
14. Ensure civil rights compliance

**Minimum Requirements:**

1. Chester resident
2. Bachelor's degree with four (4) years' experience working in youth related programs;
3. Passed FBI/ Pa Child Abuse Background Check
4. Valid PA Driver's License and access to insured vehicle
5. Computer experience with knowledge in Microsoft Word and Publisher

**PHYSICAL ATTRIBUTES/DEMANDS:**

Work requires the ability to sit, stand, bend, reach, and occasionally lift objects (0-15 lbs).

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**WORK ENVIRONMENT:**

Work is performed indoors and outdoors

**CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7700 EXT- 7968 FOR A JOB  
APPLICATION OR DOWNLOAD FROM THE CHESTER CITY WEBSITE AT  
WWW.CHESTERCITY.COM**