

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

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City of Chester
Job Posting

Position Title: Monitor for Summer Food Program
Organization Unit: Parks & Recreation Department
Reports to: Director of Parks & Recreation
Vacancy: 2

Summary: Monitors are critical to the successful operation of Summer Food Program sites. They are the “eyes and ears” providing valuable feedback about how the sites are operating by visiting the sites and observing meal services.

Duties include but not limited to:

1. Ability to check on site operations to ensure that site personnel maintain accurate records
2. Ensure the Program Operates in accordance with the state requirements
3. Visit all sites within the first week of the food operation, additional may be required
4. Ability to prepare reports of visits and reviews
5. Report unresolved or critical issue to the Director
6. Suggest corrective actions for problems encountered and ensure the site applies the corrective actions
7. Ability to conduct on-site training as necessary
8. Performs all related work as assigned

Minimum Requirements:

1. Chester resident
2. Minimum 2 years relevant experience
3. High school diploma
4. Ability to understand and follow oral and written instructions
5. Ability to establish and maintain effective working relationships with associates
6. Pass FBI/Pa Child Abuse clearance
7. Valid PA Driver’s License and access to insured vehicle
8. 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).

WORK ENVIRONMENT:

Work is performed indoors and outdoors

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**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**