

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

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

**Position Title:** Site Supervisor Summer Food Program

**Organization Unit:** Parks & Recreation Department

**Reports to:** Director of Parks & Recreation

**Vacancy:** 20-25

**Summary:** The Site Supervisor is responsible for reporting to the Director of the Summer Food Program, the operation of the sites, on a regular basis, as it relates to providing food.

**Duties include but not limited to:**

1. Attend sponsor training
2. Ensure civil rights is properly implemented
3. Remain at the site for the entire meal service
4. Inform Director and Assistant Director of field trips
5. Communicate with Director and Assistant Director on any changes for meal services
6. Serve meals
7. Clean up after meals
8. Ensure safety and sanitary conditions at the site
9. Ensure safety of the food and comply with local health guidelines and standards
10. Receive and account for delivered meals
11. Plan and organize site daily activities, including nutrition education
12. Implement alternate food service arrangements during inclement weather
13. Ensure that children eat all meals on site
14. Take accurate meal counts at point of service (unless an alternate system that provides an accurate count has been approved by the State agency)

**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. Computer experience with knowledge in Microsoft Word and Publisher
8. Pa license driver access to insured vehicle

**PHYSICAL ATTRIBUTES/DEMANDS:**

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

**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**