

## Summer Meals Specialist

Available positions: 1

Locations: Huntsville, AL

Position Status: Part Time, Seasonal *\*15-20 hours per week, flexible schedule*

Pay Rate: \$15/hr

Start Date: April 18, 2022

End Date: August 15, 2022

### Duties & Responsibilities

- Coordinate annual Summer Meals training for area sites.
- Coordinate area Summer Meals sites daily meal orders.
- Coordinate all site monitor visits in compliance with the USDA and Alabama State Department of Education regulations.
- Oversee daily and monthly reporting.
- Ensure daily communication with sites for meal delivery and meal orders.
- Oversee daily meal reporting to vendor.
- Keep accurate and up-to-date records for Summer Meals audit.
- Keep accurate and up-to-date records of expenditures; including staff hours and mileage.
- Participate in necessary trainings, meetings and conferences related to the Summer Meals Program.
- Oversee all aspects of daily administration and operation of the Summer Meals Program for area sites.

### Minimum Requirements

- High School Diploma
- 1-3 years of work experience
- Postsecondary education is accepted in lieu of work experience
- Excellent communication skills
- Proficiency in technology including Microsoft Word and Google Drive
- Access to reliable transportation
- Access to communication devices including cell phone, internet, and computer

### Required License

- Driver's License

*Employment with the Alabama Food Bank Association is contingent upon applicants passing a criminal background check. To apply, email resume to [esellier@alfoodbanks.org](mailto:esellier@alfoodbanks.org).*

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