

## Summer Meals Coordinator

Available positions: 2

Locations: Huntsville (1), Tuscaloosa (1)

Position Status: Part Time, Seasonal \*15-25 hours per week, flexible schedule

Pay Rate: \$15/hr

Start Date: May 6, 2024

End Date: August 9, 2024

### Duties & Responsibilities

- Assist with annual Summer Meals training for area sites.
- Oversee daily meal orders for assigned service areas and submit them to vendor.
- Manage and coordinate all site 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.
- 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 training sessions, 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 Google Workspace, Google Drive, Zoom, and Microsoft Excel.
- Access to reliable transportation
- Access to communication devices including cell phone, internet, and laptop

### Required License

- Driver's License

*Employment with Feeding Alabama is contingent upon applicants passing a criminal background check. To apply, email resume to [kim@feedingalabama.org](mailto:kim@feedingalabama.org).*