



<b>Job Title</b>	<i>Summer Meals Site Supervisor</i>
<b>Reports to</b>	<i>The Learning Hub Director</i>

### **Job purpose**

*Summer Meals Site Supervisor is a part-time, casual position, working Monday thru Friday, with 20 - 30 hours available.*

The member in this role is primarily responsible for breakfast and lunch meal service, maintaining organization in the meal site, and understanding the rules and regulations related to meal service. At The Learning Hub, the person in this role has the option to stick around and support afternoon activities.

### **Duties and responsibilities**

#### Meal Service

- Adhere to meal service compliance as outlined by USDA, Allegheny Health Department, and Kids Meal Network
- Prepare and serve meals to Summer Camp participants and community visitors with love, patience, and compassion
- Maintain organization and complete required daily paperwork

#### Summer Camp Assistance

- Once meal service is complete, provide support to program staff
- Facilitate small group activities, as needed
- Assist with transitions between activities, including restroom, outdoor play, and hallway monitoring
- Provide behavior support during outside provider-led activities, like dance, music, and art classes

#### General Administration

- Act as a representative of Kidcelerate
  - Dress and speak in a manner that is in line with the values of the Company
  - Model the traits, conduct, and behaviors that we expect from the participants

- Report any activities that are illegal, and or detrimental to the people and places associated with Kidcelerate
- Other duties as assigned

## **Qualifications**

This position requires the following:

- 18 years old or older
- 1+ years of experience working with children in after school or summer camp environment
- Previous meal service experience preferred but not required (training will be provided)
- Current clearances
  - Department of Human Services Child Abuse History Clearance
  - Pennsylvania State Police Request for Criminal Records Check
  - Federal Criminal History Record Information (CHRI)
- Must obtain clearances/certifications upon hire
  - Mandated Reporter Certification
  - Safe Sanctuary Certification
  - CPR + First Aid for Infant + Youth

## **Physical requirements**

This position requires the ability to

- be on your feet for 2 - 6 hours
- lift boxes or packages up to 25 lbs

## **Compensation**

This is a temporary contract hourly position, with a pay rate of \$18/hour.

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