



**HUDSON CITY SCHOOL DISTRICT
HUDSON, NEW YORK**

ANTICIPATED VACANCY

SUMMER FOOD SERVICE PROGRAM

POSITION: 1-ASSISTANT DIRECTOR/SITE SUPERVISOR

LOCATION: MC SMITH INTERMEDIATE SCHOOL

EFFECTIVE: JULY 5, 2017 – AUGUST 11, 2017

**HOURS PER DAY: 6 HRS. (MONDAY-FRIDAY)
(7:00 A.M. – 1:00 P.M.)**

SALARY: \$17.00 PER HOUR

JOB DESCRIPTION: (SEE BACK OF POSTING)

Interested Applicants (not already employed by HCSD): Please submit a non-instructional employment application and three completed reference forms (at least one reference should be an employment reference). High School Diploma or equivalent is required. Applicants must be fingerprinted through NYS Education Department and speak, read and write fluent English. Applications and references can be sent by:

- Email: HUDSONCSDJOB@HUDSONCSD.ORG
- Mail: Sharifa Carbon, School Business Administrator, 215 Harry Howard Ave., Hudson, NY 12534,

Current Employees: Please submit a letter of interest to Sharifa Carbon, School Business Administrator.

Deadline to apply is April 18, 2017. (Please include the posting number **N040317-39** on your correspondence.)

The Hudson City School District hereby advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational educational opportunities, without regard to sex, race, color, national origin or handicap.

04/03/17

SUMMER FOOD SERVICE PROGRAM
ASSISTANT DIRECTOR/SITE SUPERVISOR
JOB DESCRIPTION

Qualifications:

- **Minimum: H. S. Diploma – Associate Degree preferred**
- **Minimum: 4 years Food Service experience with 2 years in a supervisory capacity or 6 years experience with 1 year in a supervisory capacity**
- **Knowledge of USDA – NSBP, NSLP, SFSP, or CACFP Feeding Programs preferred**

General Statement of Duties: Provide for all day to day operations of a Summer Food Service Program.

Duties:

- **Provide initial and ongoing training for sponsor and site personnel**
- **Design forms for recordkeeping purposes**
- **Maintain accurate and complete time and attendance records of staff**
- **Maintain accurate and complete records of:**
 - **Number of meals served**
 - **Daily site reports**
 - **Invoices and bills**
- **Prepare and place food and supplies orders**
- **Keep inventory counts current and do physical inventory regularly**
- **Prepare, serve, and clean up meals**
- **Ensure safety and sanitary conditions at the site**
- **Ensure applications of HACCP standards in all food handling**
- **Ensure civil rights compliance**
- **Related duties as assigned**