Food Finders Summer Program
February 13, 2015

Food Finders is looking for individuals that really enjoy working with children and are creative and organized. This will be a paid position and we would like to start interviews in March. All resumés should be emailed or mailed to my attention (information below).

Best,

Courtney Sloan
Distribution Manager-Special Populations
csloan at food-finders.org
[General Signature]
Program Overview: To provide recreation activity and lunch to at risk children. The program will be conducted in accordance with all guidelines from the Indiana Department of Education, Summer Food Service Program (SFSP). The SFSP runs for approximately 10 weeks (May to August). The average working day is roughly 5 hours between 9:00 am and 2:00 pm (hours may vary). Staffing for this program is dependent upon grant funding.

Program Interns

- Assist in creation of nutrition education program to children
- Coordinate and lead nutrition education program at sites across Tippecanoe county
- Serve meals to low-income children
- Clean up after meals and ensure site/location is left in good order
- Ensure safe and sanitary conditions at program sites
- Ensure food safety standards are followed, and comply with local health and safety standards
- Receive and account for meals
- Ensure that children eat all meals on site in accordance with SFSP regulations
- Plan, organize and supervise all site activities
- Take accurate meal counts at point of service
- Report daily program numbers and activities to Program Coordinator
- Follow all USDA Program Guidelines
- Develop educational activities and programs for the participating children

Requirements

- High School Diploma /College Course Work and experience in related area
- Ability to lift 35 lbs.
- Ability to lead children, keep them productively occupied
- Ability to work with all departments in agency
- Valid, unrestricted driver's license with good past driving record
- Superb interpersonal/communication skills
- Ability to work on computers with Windows based systems
- Self motivated and able to work on a team without direct daily supervision
- Strong problem solving skills
- Ability to supervise and direct a small team of young volunteer assistants
- Must be able to attend training sessions provided by Food Finders and to comply with assigned program schedule

This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.