



**Become part of the F4K community and do something that makes you feel good**

*We are a non-profit working to alleviate childhood hunger on the lower/outer Cape and beyond by bringing together the Church of the Holy Spirit and local communities to provide free meals for children and teens in the summer when schools are out.*

*For information about who we are, what we do, and why we do it, check out our website: <https://www.food4kidscapecod.org>.*

Send your resume to [info@food4kidscapecod.org](mailto:info@food4kidscapecod.org)

## **JOB TITLE: Food 4 Kids (F4K) Site Manager**

The Food 4 Kids Site Manager manages a group of F4K staff and volunteers, and collaborates with organizations in our community to ensure that free snacks and lunch are distributed to kids and teens from Harwich to Provincetown in accordance with regulations.

This is a part-time seasonal position running Spring - Fall:

- 1-5 hrs/week, April – June
- 20-30 hrs/week Mon - Fri, the last week of June through August (8/9 AM to 2/3 PM)

**COMPENSATION:** Minimum hourly rate of \$24. Documented mileage on behalf of F4K will be reimbursed at the current IRS rate.

### **CORE RESPONSIBILITIES:**

- Serve as Site Monitor, overseeing compliance with USDA and MA Department of Elementary and Secondary Education (DESE) rules/regulations:
  - Attend DESE's Site Monitor and DESE Application virtual training
  - Ensure quality of mandated recordkeeping and address deficiencies
  - Submit data to DESE on a monthly basis
  - Visit each site location periodically throughout the summer
- Manage 3 to 8 F4K staff and assist with onboarding
- Maintain communication and relationship with community sites to meet their needs
  - Ensure all necessary supplies are ordered and delivered to sites
  - Coordinate delivery of free books and special programming with the sites

### **KNOWLEDGE, SKILLS AND EXPERIENCE:**

- Manage tight timelines, work efficiently and effectively
- Collaborate with and motivate a variety of people and stakeholders to achieve goals
- Confidently address problems/issues in a creative, constructive way
- Proficient at project management, problem-solving, leadership and communication skills
- Proficient in data management, MS Office/Google applications, virtual meeting tools

### **REQUIREMENTS**

- High School diploma or equivalent.
- Pass a required background check.
- Complete MA DESE training. Read and understand the relevant USDA guides.
- Transportation including valid drivers license and insurance
- Acknowledge our Code of Safe Conduct for the Protection of Children and Youth

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This institution is an equal opportunity provider