

FOOD BANK FOR THE HEARTLAND

Position Description

Title: Site Monitor – Kid’s Cruisin’ Kitchen (Drop Sites) **Reports to:** Compliance Coordinator

FLSA status: Part time, Exempt

Incumbent’s signature:

Date:

Supervisor’s signature:

Date:

Position Purpose:

The Site Monitor oversees and coordinates the operation of a Food Bank for the Heartland’s Kid’s Cruisin’ Kitchen drop sites in accordance with SFSP rules and regulations and delivers food to several drop sites in the Douglas county area.

Essential accountabilities:

- Pick up and deliver food daily to local drop sites
- Ensure completion daily checklists, including inventory, sanitation and safety
- Provide direction and oversight to site staff/volunteers at drop sites each day
- Ensure food safety procedures are followed
- Document program requirements including food safety and meals served
- Ensure all site rules are followed by children and attending parents
- Communicate daily with Compliance Coordinator
- Adherence to regulations of USDA funded childhood feeding programs
- Assist with other duties of FBFH as needed and directed by Compliance Coordinator
- Assist in the program marketing and recruitment of participants prior to KCK operation

Knowledge, skills and abilities:

1. Commitment to FBFH’s mission and values
2. High School graduate or GED required
3. Excellent oral and written communication skills
4. Professional demeanor
5. Ability to lift and carry up to 50 pounds
6. Maintain a valid driver’s license and over age of 21

Physical Demands:

Must be able to remain in standing and moving position 90% of time. Heavy work. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force constantly to move objects. Repetitive movement of hands, arms and legs.

Working Conditions:

The worker is subject to hazards including close proximity to moving mechanical parts, moving vehicles, electrical current, exposure to heat and cold or exposure to chemicals.