

Summer Meals Coordinator

Available positions: 2

Locations: Auburn (1), Tuscaloosa (1)

Position Status: Full Time, Seasonal

Pay Rate: \$10/hr

Start Date: May 1, 2019

End Date: August 9, 2019

Duties & Responsibilities

- Coordinate annual Summer Meals training for area sites.
- Manage area Summer Meals sites daily meal orders.
- Manage and coordinate all site visits in compliance with the USDA and Alabama State Department of Education regulations.
- Oversee daily and monthly reporting.
- Ensure daily communication with sites for meal delivery and meal orders.
- Oversee daily meal reporting to vendor.
- Keep accurate and up-to-date records for Summer Meals audit.
- Keep accurate and up-to-date records of expenditures; including staff hours and mileage.
- Participate in necessary trainings, meetings and conferences related to the Summer Meals Program.
- Oversee all aspects of daily administration and operation of the Summer Meals Program for area sites.

Minimum Requirements

- High School Diploma
- 1-3 years of work experience
- Postsecondary education is accepted in lieu of work experience
- Excellent communication skills
- Proficiency in technology including Microsoft Word and Google Drive
- Access to reliable transportation
- Access to communication devices including cell phone, internet, and computer

Required License

- Driver's License

Employment with the Alabama Food Bank Association is contingent upon applicants passing a criminal background check. To apply, email resume to klawkis@alfba.org by April 19, 2019.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.