



## CITY OF PERTH AMBOY

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### Job Posting

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**TITLE:** Summer Lunch Coordinator

**SALARY:** \$20 Minimum Hourly Rate

**DEPARTMENT:** Recreation

**DATE POSTED:** March 06, 2023

**DEADLINE:** March 24, 2023

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The City of Perth Amboy is looking for an individual to fill a seasonal part-time position of Summer Lunch Coordinator within the Recreation Department. (June – September)

**Job Description:** Under direction, performs varied, complex clerical work involving;

- Assist with annual Summer Meals training for area sites
- Oversee daily meal orders for assigned service areas and submit them to vendor
- Manage and coordinate all site visits in compliance with the USDA and NJUSDA regulations
- Oversee daily and monthly reporting
- Ensure daily communication with sites for meal delivery and meal orders
- 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 training sessions, 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

**Requirements:** Must be proficient in the use of Microsoft Office applications, Google Workspace, and Zoom. Possess excellent customer service and communication skills. Bilingual (Spanish speaking) preferred. Applicant must adhere to a flexible work schedule to accommodate the operations of the department. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a cover letter, resume and application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or email to [employment@perthamboynj.org](mailto:employment@perthamboynj.org) by **the closing date**.

*Equal Employment Opportunity Employer*