

PLANNING YOUR SUMMER FOOD SERVICE PROGRAM: STAFFING

www.ok.gov/sde/summerfood



OBJECTIVES

- Determine the number of staff members needed to effectively run the program
- Staff responsibilities
 - ✓ Dictated by the size and type of sponsor
 - ✓ Part-time employment
 - ✓ Recordkeeping
 - ✓ No less than one monitor for every 15 to 20 sites in urban areas
 - ✓ Sponsor must provide adequate personnel



DIRECTOR DUTIES

- Annually attend SA training
- Provide overall management and supervise the SFSP
- Select sites
- Submit applications/agreements to the SA
- Correspond with the SA
- Coordinate with other agencies and conduct outreach efforts
- Hire, train, and supervise staff
- Arrange for food preparation or delivery
- Ensure that all monitoring requirements are met
- Adjust meal orders
- Submit claims
- Ensure civil rights compliance
- Handle all agreements and contracts, bidding, and negotiations with vendors for purchased meals



ASSISTANT DIRECTOR DUTIES

- Provide initial and ongoing training for sponsor and site personnel
- Design forms for recordkeeping purposes
- Act as a liaison with vendor to adjust meal delivery
- Double check claims
- Maintain time and attendance records of staff
- Maintain records on number of meals served



AREA SUPERVISOR DUTIES

- Schedule monitoring visits
- Check monitoring reports
- Prepare weekly summaries of monitoring efforts
- Provide ongoing training for monitors
- Visit sites with monitors
- Determine need for and following through on Corrective Action
- Review the meal counts submitted by sites for unusual meal count patterns, e.g., first meals always or usually equals meals delivered
- Oversee several monitors
- Report site problems to the Director or Assistant Director



BOOKKEEPER DUTIES

Maintain records on the following:

- Daily site reports, invoices, and bills
- Food costs
- Labor costs
- Administrative costs
- Other costs
- Program income

Prepare claims

Prepare payroll

Purchase office supplies



MONITOR DUTIES

- Check on-site operations to ensure that site personnel maintain records
- Ensure the program operates in accordance with the requirements
- Visit all sites within the first week of food service operations
- Review food service operations of all sites within the first four weeks of operation
- Prepare reports of visits and reviews
- Report unresolved or critical issues to the Director
- Revisit sites as necessary
- Suggest corrective actions for problems encountered
- Ensure that sites take corrective actions
- Conduct on-site training as necessary



SITE SUPERVISOR DUTIES

- Serve meals
- Clean up after meals
- Ensure safe and sanitary conditions at the site
- Ensure the safety of food, and comply with local health and safety standards
- Receive and account for delivered meals
- Ensure that children eat all meals on-site
- Plan and organize daily site activities
- Implement alternate food service arrangements during inclement weather
- Take accurate meal counts at point of service



QUESTIONS?

Contact the State Agency at 405-521-3327.



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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

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