



Position Description: 2014 Child Summer Feeding Coordinator – Auburn, Alabama

Principal Tasks and Responsibilities: Represent Bay Area Food Bank as the Coordinator for the Summer Food Service Program in the Auburn area and assist the Nutrition Program Manager. This will involve interaction with government and community leaders as well as presentations to community groups, government officials and the media. Work independently day to day under the supervision of the Nutrition Program Manager.

1. Gain thorough knowledge of Federal and Alabama regulations for administering the federally funded Summer Food Service Program.
2. Coordinate with a contracted food service management company to ensure meals prepared by the company at their kitchen facilities are prepared according the terms of the contract.
3. Recruit feeding sites that will serve children under Summer Food Service Program that are within a 75-100 mile radius of the contracted food service management company's kitchen facility. The targeted daily number of children to be served will be between 300-500.
4. Hire, train, and supervise temporary delivery drivers to transport food from the contracted food service management company's kitchen facilities to feeding sites.
5. Train feeding site personnel on program guidelines and ensure paperwork is submitted in a timely, accurate manner.
6. Make monitoring visits to feeding sites as prescribed to ensure compliance with Summer Food Service Program regulations.
7. Maintain required paperwork for each site.
8. Submit required site information to Nutrition Programs Director for claim submission.

Successful Candidates in this position will have the following attributes:

1. A self-starter with good self-management skills, decisive, detail oriented, and comfortable taking ownership of a diverse set of requirements.
2. Strong organization skills, proficient with handling multiple tasks and deadlines.
3. Outstanding interpersonal communications skills dealing with community feeding partners.
4. Excellent computer skills with ability to create and work with databases and produce reports.
5. Strong analytic skills with the ability to problem solve.
6. A Bachelor's degree in a related field.

Interested candidates may contact Eugenie Sellier at 251-653-1617 x 126, or [esellier@bayareafoodbank.org](mailto:esellier@bayareafoodbank.org).



Mississippi Office  
11975 Seaway Road, B239  
Gulfport, MS 39503  
(888) 704-FOOD

Main Branch  
5248 Mobile South Street  
Theodore, AL 36582  
(251) 653-1617

Panhandle Branch  
5709 Industrial Boulevard  
Milton, FL 32583  
(850) 626-1332

