

Title: Summer Office Clerk/Food Service Monitor
Department/Division: Upward Bound
Date Prepared: January 16, 2018
Reports To: Director of Upward Bound
Classification: Part-time (Temporary)

POSITION SUMMARY

Upward Bound provides academic and enrichment activities to 250 high school students. The program offers a summer residential component focused on enhancing the academic skills of the participants and provides participants with fast-paced, intensive academic coursework and other social, cultural and recreational enrichment activities. Upward Bound also offers year-round activities including college tours, and other social, cultural and recreational enrichment opportunities.

The main job duty of the Office Clerk/Food Service Monitor is to accurately count complete meals of participants and staff to ensure that every eligible participant is receiving the required servings of each food group. Effective monitoring is necessary for many reasons. Monitoring ensures that sites operate according to program rules and that accurate site records are available to justify payment to the sponsor. But most importantly, monitoring ensures that children in the community are getting nutritious meals. Therefore, you must know the program requirements so you can spot problems at the site quickly and recommend solutions. This position also assists the Coordinators with daily attendance.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represents Seminole State College and the Upward Bound Projects in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Performs job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
- Handles confidential information with tact and discretion.
- Check site operations to make sure that the site maintains adequate records and that the program is operating in accordance with the requirements.
- Thoroughly examine the meal service from start to finish, correcting problems and providing additional training where necessary.
- Reconcile any discrepancies in meal counts and records with the site supervisor.
- Prepare reports for site supervisor.
- Assists UB Coordinators throughout the day with supervision during meals.
- Collects hourly attendance from teachers.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.
- Some travel may be required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong leadership qualities and have the ability to function as a team player.
- Communicates constructively and effectively.
- Possess strong organizational, time management, and human relations skills.
- Must successfully pass a criminal background check.

This position is generally 20 – 25 hours per week Monday thru Thursday. Hours may vary, but usually begin around 8:00am and end around 3:00pm. There may be some overnight activities. If the activity is off campus, it may not be completed until midnight. Applications are available in the Upward Bound Office, Scott Building, Room 108. Completed applications should be returned to the Upward Bound Office or mailed to the address below. Please provide a current college transcript with your completed application.

Seminole State College
ATTN: Upward Bound
P.O. Box 351
Seminole, OK 74818

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