



CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217



**Job Opening:**  
**Summer Food Service Program Site Monitor**

**Department:** Health and Human Services

**Division:** Food and Nutrition

**Exempt/Non-Exempt:** Non-Exempt

**Full-Time/Part-Time/Seasonal:** Seasonal

**Salary:** \$17.00 to \$20.00/hour

The Department of Health and Human Services is seeking a Summer Food Site Monitor who will report to the Food and Nutrition Division Director and Summer Food Manager. The Site Monitor serves as a direct link between the Division of Food and Nutrition and the food service sites. This role will be responsible for ensuring that sites operate according to program guidelines including but not limited to providing training for site personnel when needed, audit each food service site state mandatory documents, and conduct site visits and site reviews to audit distribution procedures.

**Job Duties:**

- Ensures meals sites follow meal requirements and call required components for grant reimbursement qualification.
- Collects, reviews, and reconciles daily meal count records of all meal site locations.
- Monitors sites to ensure program operations are in accordance with State rules and regulations and ensures records are accurate and up to date.
- Provides technical assistance to site supervisors and staff.
- Identifies and follows up on meal site issues.
- Conducts site visits and site reviews and documents in monitor reporting.
- Performs other duties as assigned.

*\*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Required Educational Background:** High School Diploma or GED.

**Required Experience:** Minimum one (1) year of experience in the field of human services or customer service. Must possess a valid New Jersey Driver's License and a dependable, insured personal motor vehicle.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

**Essential Skills:**

- Ability to work independently and as an effective member of a team.
- Detail-oriented with strong recordkeeping and organizational skills.
- Plan and prioritize work activities to meet deadlines and program goal.
- Strong communication skills including the ability to communicate with diverse populations.
- Ability to carry out tasks quickly, competently and within designated time frame in a fast-paced.
- Proficient in computer applications such as Microsoft Office including Outlook, Word, and Excel.
- Excellent interpersonal skills with the ability to work collaboratively and foster positive and professional relationships with co-workers, supervisors, partner organizations, and community/government agencies.
- Willingness to travel throughout all neighborhoods of Jersey City

**Preferred Education/Skills/Qualifications:**

- Bilingual in English and Spanish is preferred but not required.
- Knowledge of Jersey City neighborhoods and local government and/or community resources.

**To apply for this job with the City of Jersey City, please fill out our [Employment Application](#). Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).**

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