



Dorchester County School District Four

600 Minus Street

Saint George, South Carolina 29477

Telephone: (843)563-4535



Position: Summer Break Café Monitor

The Summer Break Café Monitor is responsible for ensuring compliance with USDA Summer Food Service Program (SFSP) regulations by monitoring assigned feeding sites. This position supports program integrity by conducting site visits, reviewing documentation, observing meal service, and providing guidance to site staff to ensure meals are served safely, accurately, and in accordance with district procedures.

Key Responsibilities:

Monitoring & Compliance

- Conduct required site visits in accordance with USDA SFSP monitoring requirements, including:
 - First-week visits
 - Fourth-week visits
 - Ongoing site reviews
- Ensure meals are served within approved times and in compliance with meal pattern requirements
- Verify that meal counts are taken accurately at the point of service

Documentation & Accountability

- Review site records for accuracy and completeness, including:
 - Meal count forms
 - Delivery receipts
 - Temperature logs
- Complete and submit monitoring reports in a timely and accurate manner
- Immediately report any non-compliance, discrepancies, or concerns to program leadership

Food Safety & Sanitation Oversight

- Observe and verify that proper food safety and sanitation practices are being followed
- Ensure appropriate food temperatures are maintained during service
- Report any food safety concerns immediately

Training & Support

- Provide guidance and support to Site Supervisors and staff on program requirements
- Reinforce training on USDA regulations, civil rights, and district procedures
- Assist in identifying areas for improvement and recommend corrective actions

Communication

- Maintain clear and professional communication with site staff and program administrators
- Serve as a liaison between feeding sites and Child Nutrition leadership
- Document and follow up on any corrective actions required

Physical Requirements:

- Ability to travel between multiple sites daily
- Ability to stand and walk for extended periods
- Ability to lift up to 25 pounds
- Ability to work indoors and outdoors in varying weather conditions.

Training Requirement:

- Attendance at **mandatory Summer Break Café training** prior to program start
- Completion of monitoring training and understanding of USDA SFSP requirements

Additional Duties:

- Assist with program setup and closeout activities as needed
- Support special projects or administrative tasks related to the Summer Break Café program
- Perform other duties as assigned by Child Nutrition leadership

The Summer Break Café Monitor is responsible for ensuring program compliance and integrity across all assigned sites. Failure to accurately monitor, document, and report site operations may result in non-compliance with USDA regulations and could impact program funding and district accountability.