



POSITION ANNOUNCEMENT

Summer Meals Site Supervisor

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Summer Meals Site Supervisor who will provide support to the Managing Director in assisting with the day-to-day administration and operations of the Early Childhood pillar. To be successful in this role, Summer Meals Site Supervisor should be able to set up and clean-up tables, chairs, tents, and foods from breakfast and lunch meals, complete all paperwork accurately and on time during meal service, and attend and participate in all mandatory trainings. The Summer Meals Site Supervisor will serve as an integral member of the Early Childhood team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Set up and clean-up tables, chairs, tents, and foods from breakfast and lunch meals.
- Complete all paperwork accurately and on time during meal service.
- Attend and participate in all mandatory trainings.

Educational, Required Skills and Experience Requirements:

- Minimum of a High School Diploma required.

Physical Requirements:

- Must be able to carry and lift up to 40 lbs.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Temporary (July 01st – August 27th)
- **FLSA status:** Non-Exempt
- **SOC code:** 35-1000
- **Reports to:** Managing Director
- **Schedule:** Monday – Friday; 8:15 am – 2:00 pm with half hour lunch break
- **Compensation:** \$18.00 per hour
- **Fringe Benefits:** Employee assistance program and paid sick leave.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**Summer Meals Site Supervisor**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.