

WACO HOUSING AUTHORITY

Community Services Department

Position Title:

Summer Meals Site Monitor (Resident Stipend Position)

Position Type:

Temporary / Seasonal (Summer Program)
Stipend-Based Position

Location:

Waco Housing Authority (WHA) Public Housing Developments

Program:

Summer Meals Program (Youth Nutrition Program)

Position Summary:

The Summer Meals Site Monitor supports the daily operation of WHA's Summer Meals Program by ensuring meals are distributed safely, efficiently, and in compliance with program guidelines. This position is responsible for preparing meal service areas, assisting with meal distribution, supervising children during mealtime, and maintaining a clean and orderly environment.

This position is a stipend-based opportunity for residents (18 years and older) to support youth nutrition and community engagement.

Key Responsibilities:

- Site Setup (Before Meal Service)

Arrive prior to scheduled mealtime

Set up tables and chairs for meal service

Ensure meal area is clean, safe, and ready

- Meal Delivery & Distribution

Receive meals from delivery/courier

Verify meal count upon arrival

Organize meals for distribution

Distribute meals to children in an orderly manner

Assist younger children as needed

- Supervision & Behavior Monitoring

Monitor children during meal times to ensure safety

Encourage respectful and appropriate behavior

Address minor disruptions calmly and professionally

Report any serious concerns to program staff

- Clean-Up & Site Maintenance

Collect and dispose of trash properly

Clean and sanitize tables and surfaces

Wipe spills and mop floors as needed

Return site to original condition after meal service

Qualifications:

Must be 18 years of age or older

WHA residents strongly encouraged to apply

Reliable, punctual, and able to follow directions

Comfortable working with children

Ability to perform light physical duties

Compensation:

Stipend: \$40 per shift (per meal service)

Shifts are typically 1–2 hours per day

Schedule: Monday through Thursday

Supervision:

WHA Community Services / Summer Meals Program Coordinator