MEAL CHECKER

The mission of Upward Bound is to provide low-income and first-generation college bound high school students with skills and motivation necessary to enter and succeed in a postsecondary program of education leading to a bachelor's degree. Student residence on a college campus is an important component of the college preparatory experience.

Duties: Under supervision of the Fiscal Officer and Director; supervise and accurately log down students absent and/or present during breakfast, lunch, and dinner hours for those students participating in the Upward Bound residential program. Meal Checkers must provide guidance, and knowledge about meal requirements to students about the USDA Summer Food Service Program. Must accurately fill out and turn in USDA meal requirements forms daily to the Upward Bound office; students missing from meals must be reported immediately to the "front office" staff.

Minimum Qualifications: High school diploma; one year of successful college-going experience; demonstrated commitment and ability to work with educationally at-risk high school students; ability to communicate effectively with superiors, co-workers, program participants, the university community, the general public and parents. Note: Must pass State of Hawaii law mandate criminal background.

Employment Condition: Starting June 13 through July 22. Monday through Thursday breakfast 6:45am-8:00am, lunch 11:15am-12:30pm, dinner 4:45pm-6:00pm; Friday breakfast 6:45am-8:00am, lunch 11:15am-12:30pm; and Sunday dinner 4:45pm-6:00pm. Training for USDA Summer Food Service Program on June 6. USDA Summer Food Service forms must be turned in daily after breakfast meal check to the front office. Residential students (minors) must be supervised at all times during meals, as required by UH System policy, Housing regulation and the employment contract.

Rate of Pay: Based on approximately a 20 hour week, disbursed bi-weekly and commensurate with experience. Meals provided while on duty.

To Apply: Applications are available on-line at http://hilo.hawaii.edu/academics/ub/staff.php or in person at the Upward Bound office, Building 346, Ground Level, UH Hilo campus. A current resume, college transcript, three work-related/professional references and two letters of recommendation must accompany the completed application.

PRIORITY APPLICATION DEADLINE: February 29, 2016. Upward Bound will continue to accept applications until all positions are filled. For more information, please call Upward Bound at 932-7517

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