

Logged in as: Melonie Buckley

Job Title:	Program Monitor
Requisition Number:	JO-1604-5298
Grade:	11
Salary Range:	\$59,698.00 - \$76,969.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Agency Only
Opening/Closing Date:	4/22/2016 - 5/2/2016

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PROGRAM MONITOR
CS-0301-11
\$59,698 - \$76,969
DDS AGENCY EMPLOYEES ONLY

Collective Bargaining Unit (Union)

Introduction

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Rehabilitation Services Administration (RSA), Randolph-Sheppard Vending Facility Program (RSVFP), RSVFP is responsible for providing people who are blind remunerative employment through the development of appropriate vending facility sites, training and licensure of qualified individuals and the provision of administrative and management services. The primary responsibility of this position is to perform on-site observations, evaluate, investigate, review and assist the blind vendors in operating their respective facilities.

Job Summary

The incumbent will be expected to participate in the initial design and setup of RSVFP facilities. Ensure that the vendors possess the appropriate credentials and that forms for the necessary licenses, permits and certifications have been submitted and approved at the various city licensing agencies. Assist in the inventory of equipment and products for sale before transferring the facility to the vendor. Act as the liaison between RSVFP and federal/city building managers to ensure effectiveness.

Introduce the vendor to the management team in the building and ensures the vendor and other employees are well versed in the facility and equipment operational procedures, cash receipts, payroll documents, accounting documents, customer service and the policies and procedures of the Randolph-Sheppard Vending Facility Program. Coordinate the delivery and installation of equipment. Acquires permission passes for removal and delivery of equipment at the building and submits personal information from the movers to ensure access. Supervises the process to ensure equipment is properly installed and in working order and no equipment or property has been damaged in the process.

Perform inspections of assigned facilities. In accordance with DC Department of Health regulations, measures food temperatures, evaluates equipment, floors, and surfaces for cleanliness, evidence of pests and proper functioning. Ensure that mandatory food safety certifications are visibly posted. Ensure equipment is operating properly. Recommend training needs of licensed blind vendors, and blind vendor employees. Conduct training on food service operations, equipment, and other RSVFP related matters.

Counsels vendor and staff on violations and provides assistance in rectifying the identified issues. Collect weekly accounting documents, receipts, and payroll from the assigned locations.

Perform other duties as assigned.

Qualifications

Applicant must have one (1) year of Specialized Experience at the next lower-grade level. Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to providing persons who are blind with remunerative employment and self-support through the operation of vending facilities on federal and other property.

Specialized experience that includes: ensure individuals who are blind are priority in the operation of vending facilities, which include cafeterias, snack bars, and automatic vending machines, that are on state, county, municipal, and private locations. Recruit, train, license, and place individuals who are blind as operators of vending facilities located on federal and other properties.

Education

Minimum requirement: A high school diploma; education and work experience considered. A bachelor's degree preferred.

Collective Bargaining Unit (Union)

This position is in the collective bargaining unit represented by AFSCME 2401 and you may be required to pay an agency service fee through direct

payroll deduction.

Work Experience

Experience making many decisions concerning such things as interpretation of considerable data, facilities operations, food services, planning the work; or refinement of the methods and techniques to be used.

Licensures, Certifications and other requirements

None-Office equipment (e.g., computer, copier) - "Typical office equipment (e.g., computer, copier), A/V equipment"

Work Environment

The work is primarily performed outside of the office. Some physical effort is required, including lifting up to 25 pounds. Assignments require periods of traveling by Metro or using the agency vehicle.

Work is typically performed in an adequately lighted, heated and ventilated controlled office. Assignments may require frequent travel, and involve moderate risks or discomfort.