



We invite applications for the position of:  
**Per Diem Recreation Program Specialist**  
**\$27.43-\$32.72/hour**  
**Open until filled**

**The City of San Mateo Parks and Recreation Department is looking responsible, enthusiastic, and team-oriented individuals to join our Senior Center Team!**

**The Position:**

Are you seeking a meaningful career serving older adults in a diverse, multicultural community? Join our team and make a positive difference every day. The Senior Lunch Program Coordinator will oversee the daily operations of two senior lunch programs, ensuring high-quality service and a welcoming environment for participants. This role provides leadership and guidance to per diem staff, Title V workers, and volunteers of all ages, serving as a coach and mentor to support their success. Strong attention to grant-related requirements and food safety compliance is essential to maintaining program excellence and accountability.

**Qualifications:**

The ideal candidate will possess a valid State of California driver's license and demonstrate the ability to communicate effectively, both verbally and in writing, with individuals from diverse backgrounds. This position requires the ability to work independently while receiving direction from a supervisor, as well as the capacity to train, oversee, and collaborate effectively with volunteers and older adults. Strong attention to detail is essential, including the ability to maintain accurate records and submit documentation as required. Proficiency with computers, including experience using Microsoft Word and Excel, is required. Upon hire, the candidate must successfully obtain a State Food Handler Safety Certificate and pass all required background checks. A bilingual pay differential may be available for candidates fluent in identified languages. Must be available Monday-Friday 10:00am-2:00pm.

**Recreation Program Specialist Example Duties:**

- Follow reservation protocol/procedure for patrons.
- Review menu provided by caterer, submit nutritional component breakdown to County for grant compliance, and prepare flyers for patron.
- Submit documentation/information associated with County nutrition grant to supervisor.
- Schedule and implement nutritional education for seniors and in-service training for staff and volunteers.
- Serve as liaison with caterer, grant provider and staff/volunteers.
- Implement food safety practices as outlined by the Health Department.
- Prior nutrition experience is desired, but not required. Training will be provided.

**Are You Interested? Apply!**

Applications can be found on our website at [www.cityofsanmateo.org](http://www.cityofsanmateo.org), on-line at [www.calopps.org](http://www.calopps.org) or at City facilities to e-mail to [TCook@cityofsanmateo.org](mailto:TCook@cityofsanmateo.org). If you have any questions, contact Community Services Supervisor, Tommy Cook via email or 650.522.7453.

**Fine Print** Prior to hire, candidates will be required to successfully complete all pre-employment requirements, including reference checks, a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Live Scan fingerprint background check, and Tuberculosis (TB) clearance. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify [wleopoldino@cityofsanmateo.org](mailto:wleopoldino@cityofsanmateo.org) or (650) 522-7265 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.