



WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

POSITION SUMMARY

The **Community Food and CACFP Coordinator** is responsible for community, agency, and program initiatives responding to food insecurity and community needs. The position is responsible for furthering the Agency's mission by increasing visibility in the community and establishing community partnerships and connections to address needs around food insecurity. The position is responsible for the Child and Adult Care Food Program (CACFP) and provides support in the areas of food and nutrition to our Early Childhood Programs. The Coordinator ensures compliance with nutrition regulations for CACFP. This position is the designated liaison and support for childcare providers who select WCAP as their CACFP sponsoring organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Overall Responsibilities

1. Responsible for agency and program initiatives responding to food insecurity.
2. Responsible for the Child and Adult Care Food Program
3. Responsible for managing programs and initiatives within established budgets and fiscal guidelines.
4. Collects and manages data and submit performance reports for program initiatives.
5. Participates in new grant opportunities and enhancement of existing programs/services.
6. Ensures and supports compliance with the requirements of CACFP.
7. Monitors local food insecurity needs and respond appropriately.

Personnel Management and Support:

1. Provides technical assistance and support for Early Head Start Cook staff.
2. Coordinates and/or provides professional development opportunities for food service staff.
3. Conducts annual CACFP training for all key CACFP and Early Childhood staff during annual pre-service or as needed during the program year.
4. Plans and coordinates nutrition and food service training held during annual pre-service.
5. Provides support and assistance to staff located in school sites as may be needed for meal service and nutrition components of programming.

Community Projects and Events

1. Is the agency liaison with other local organizations and community groups working to address food insecurity issues including, state and local food pantries, community groups, community garden projects, soup kitchens, Community Food for Children, Public Health and other community-based efforts.
2. Develops, collaborate and coordinates WCAP's response to meeting food insecurity issues in Waldo County.
3. Coordinates across programs including Transportation and ECP to ensure community food needs are met and coordinated.
4. coordinates CACFP program for WCAP classrooms and local childcare providers.
5. Develops, collaborates, and coordinates educational materials for community education on food and nutrition.

Position Title:

Community Food and CACFP Coordinator

Department:

Community Services

Reports To:

Community Services Director

Supervises:

N/A

FLSA Status:

Non-Exempt

Salary Range:

10

Last Revised/Approved:

April 2023

6. Coordinates community projects and initiatives, including Heroes 4 Hunger, Neighbor for Neighbor, Head Start for Hunger, and other community efforts to address food insecurity.
7. Plans, Coordinates, and implements Summer food Service Program (SFSP) initiatives.
8. Plans, Coordinates and implements, General Public and WCAP's Early Childhood Program food distribution activities.
9. Plans, Coordinates and implements food delivery and supports for shut in Seniors and veterans.

Operations and Oversight

1. Places orders through contracted food and kitchen supply vendors and makes local food, supply and equipment purchases followed established procurement procedures.
2. Issues purchase orders and purchases supplies as necessary within content area.
3. Provides for and coordinates staff needs for community initiatives.
4. Provides for CACFP provider and/or parent training needs and other nutrition component purchases that may arise.
5. Reviews and processes food service operation reports, including weekly and monthly production reports, meal counts, and attendance records.
6. Monitors quarterly kitchen sanitation and safety checks to meet CACFP and childcare licensing requirements.
7. Processes all monthly CACFP claims for Early Head Start Centers and sponsored CACFP providers and prepares final report and claims for submission to DHHS.
8. Maintains program nutrition forms to ensure adequate program monitoring and compliance.
9. Tracks and manages program data and reporting for all program initiatives.

Internal Coordination and Collaboration:

1. Participates as a member of the Community Services team, including coordination meetings, program development, ongoing monitoring, and quality improvement activities.
2. Coordinates and collaborates with Early Childhood Leadership Team to support food and nutrition activities.
3. Coordinates and collaborates with Transportation Department to support Community food and nutrition activities.

Child & Adult Care Food Program Support:

1. Manages recruitment of licensed childcare providers.
2. Develops orientation packet for training newly sponsored providers.
3. Provides new, ongoing training, and annual training for sponsored providers. Provides technical assistance to sponsored providers as appropriate.
4. Meets CACFP monitoring requirements of 3 visits per year per home; this may include evening and/or weekend visits for homes that provide meals during these hours.
5. Ensures compliance of State and Federal CACFP requirements in all sponsored homes.
6. Reviews and prepares annual CACFP Agreement to WCAP CEO for renewal in July.
7. Provides ongoing CACFP support as requested by providers.
8. Manages CACFP budget.
9. Ensures monthly reporting of meals served and CACFP and CN budgets to ECP Policy Council.

Professional Growth and Development:

1. Participates in any required trainings, meetings and professional development activities.
2. Keeps up to date on State and Federal regulations governing the program.
3. Takes the lead role for content area specialty training for both staff and families.
4. Remains up to date on all Head Start food and nutrition related regulations, CACFP requirements, and related Child Care Licensing rules.
5. Attends annual and other required CACFP training provided by the State.

Leadership & Teamwork

1. Builds cooperative goals and relationships of mutual trust.
2. Works in collaboration with Agency staff to facilitate a team environment.

3. Demonstrates effective communication skills in building relationships with all community members, employees, and clients.
4. Collaborates with all partner agencies to assure effective communication processes across agencies.
5. Adheres to Agency policies in the use of computer technology and all telecommunication devices.
6. Performs light housekeeping duties as necessary.

Safety and Wellness:

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.
3. Supports on site and in classroom safety, addressing all concerns in a timely manner.

Non-Essential Duties and Responsibilities:

1. Performs additional duties as assigned.

GENERAL EXPECTATIONS

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding workflow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; must be able to perform moderate physical activity with regular kneeling, stooping, bending or standing and/or walking for more than four (4) hours per day. Must be able to use step ladder, lift overhead, and lift up to 35 pounds weekly. Makes continuous or repetitive arm/hand movements, such as typing or feed preparation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a business office setting, community settings, and in early childhood classrooms. Noise level ranges from quiet to loud. Exposure to body secretions/fluids and blood borne pathogens. Work may also be performed in a busy kitchen, and critical attention must be paid to safety and sanitation.

Work environment involves some exposure to hazards or physical risks, such as extreme temperatures, fumes, smoke, sharp objects and mechanical devices, which require following basic safety precautions. Must be able to withstand hot temperatures in the summer months and cold temperatures when working in refrigeration. Assigned work may also require travel within the local or neighboring communities. This position is a full-time hourly position that typically works normal daytime schedule. Evening and weekend time may be required to meet program and/or organizational needs. Overtime may be required to meet program and/or organizational needs and requires prior approval. Statewide travel may be needed for meetings and or trainings.

QUALIFICATIONS NEEDED FOR POSITION

General Requirements:

- Must be able to pass a physical examination and TB screening.
- Must have adequate transportation, a valid driver's license and meet WCAP's insurance requirements.
- Must meet WCAP's background clearance requirements.
- Valid Criminal Record History Check (CHRC) through DOE.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- Two years of community food and nutrition experience
- Experience working with families and or early childhood settings preferred.
- Supervisory experience preferred.
- Strong organizational and problem-solving skills.
- Strong written and verbal communication skills.
- Grant writing experience preferred.
- Budget planning and development skills.
- Strong communication, organizational, observational, and meeting facilitation skills.
- Skills in planning, organizing and coordinating events and/or activities.
- Basic computer literacy skills and ability to work in computerized data-based tracking systems.
- Ability to interpret rules and regulations.
- Must be flexible and able to work with multiple staff members and community partners.
- Proficient skills in Microsoft Word, Excel and Outlook.

Education Requirements:

The following education requirements are considered essential:

- Bachelor's Degree in social services, health, nutrition or a related field, or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
- Registered Dietitian or Nutritionist a plus.
- SERV SAFE Food Managers Certification required within the first three (3) months of hire.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

Employee Signature

Date

Supervisor Signature

Date