



An Equal Opportunity Employer

JOB TITLE: CACFP MONITOR

REPORTS TO: Early Childhood Programs Director

SALARY: As per Agency Salary Scale **FLSA:** Non Exempt

KNOWLEDGE, SKILLS AND ABILITIES:

1. Prefer AA Degree in Office Management or related field.
2. Excellent written and verbal communication skills.
3. Knowledge of Child and Adult Food Program Guidelines, HS Performance Standards, and DHS Licensing Standards for Childcare.
4. Knowledge of nutrition, food preparation, and child development.
5. Knowledge and skills in computer operations and clerical procedures.
6. Ability to perform medium heavy physical work, exerting up to 50 pounds of force on occasion, up to 20 pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, including some duties requiring repetitive motion skills such as keyboarding and computer use.
7. Work as an effective team member.
8. Initial physical and one every 3 years thereafter.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the management and oversight of the CACFP Head Start and Home Programs.
2. Work in collaboration with nutrition consultant to compile menus utilizing school and/or Head Start developed menus.
3. Assist with the supervision and training of Food Service Personnel.
4. Provide site monitoring for Head Start Food Service Personnel/centers two times a school year or as necessary and site monitoring for Home Program as scheduled.
5. Monitor food records and associated paperwork for CACFP compliance requirements.
6. Answer questions and provide assistance related to the CACFP program for all program staff, home providers and parents.
7. Work collaboratively with the Early Childhood Program Component Manager to provide support for the Early Childhood Programs in normal and customary office duties.
8. Exhibit excellent office skills, including organization, flexibility, and accuracy.
9. Support the program in providing high-quality early childhood services to children and families.
10. Recognize and respect the various cultures and languages represented in the program.
11. Implement schedules and routines that support the program and demonstrate knowledge of the program's mission and philosophy.
12. Adhere to Head Start Standards of Conduct and all confidentiality requirements.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attend meetings and trainings as required.
2. Familiarity with office machines and office procedures.
3. Assist in classroom settings when needed.
4. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of this job, and "other" duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. Hiring is subject to Policy Council approval and grant funding.

Approved by Policy Council and the Multi-County Board 1-20-2016

Signature

Date

Print Name