



Child and Adult Care Food Program (CACFP)

Community Kitchen Coordinator

Site Monitor

General Description:

The Child and Adult Care Food **Program (CACFP)** site monitor will serve as CISS primary meal-site worker and act as the organization's representative in reaching new clients and serving existing clients. This individual will serve as the coordinator of information and data required for program operation and regulatory compliance. The CACFP Coordinator will also assist with ordering, managing inventory, food rescue, kitchen clean up and some food preparation, cooking, and serving. This team member will also be a representative from CISS that meets our meal providers and ensures they have what they need for the meals.

Responsibilities & Duties:

- Serve as a direct liaison between each meal site provider and CISS, to identify problems, provide assistance, offer personal and career support, and assist with compliance monitoring.
- Conduct site visits 3 times per year as specified in CACFP policies.
- Assess providers to determine the nature and degree of compliance with Federal Regulations.
- Train and monitor providers as needed in CACFP functions and operations.
- Report monitoring findings and follow up including review of corrective action and closure of monitoring reports.
- Conduct training and site visits for CACFP participants to maximize the use of beneficial services available from the program and assure compliance with state and federal regulations governing the program.
- Review and verify CACFP paperwork, including provider agreement forms, meal counts, client enrollments and attendance, menu reports, license capacity, and follow-up and troubleshooting with providers. Provide data as needed to CISS management for compliance with reporting requirements.
- Coordinate and conduct outreach to prospective participants in the CACFP. This includes working closely with county licensers, contacting newly licensed providers, scheduling appointments with providers, enrolling program participants, and establishing and maintaining a good working relationship with each provider so that their participation in the program will be efficient and effective.
- Participate in staff meetings, training and evaluation as requested.
- Manage inventory of food and supplies. Keeps track of freshness dates and expiration dates in the storage area and walk-ins. Track and record temperatures in refrigerators and freezers.



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- Greet evening meal providers and assists them with any needs they have.
- Responsible for daily cleaning of the kitchen including but not limited to cleaning and sanitation of work areas, equipment, utensils, and dishes.
- Responsible for the deep cleaning schedule of equipment (i.e. vents, dishwasher, fryer).
- Fill in for coworkers and prepare meals when needed.
- Performs other duties as assigned.

Qualifications:

As a prerequisite, the successful candidate must believe in the core values of Central Iowa Shelter & Services and be driven by the mission of the organization.

- High School Diploma required, culinary experience or a B.A. is preferred.
- This position will require a highly organized individual with excellent follow up skills, as well as the ability to overcome objections and obstacles in the kitchen.
- Ability to manage multiple projects with demanding and competing deadlines, superior organizational skills and the ability to maintain a quality work place in a diverse, fast-paced and changing environment.
- Ability to work independently as necessary.
- Ability to negotiate different personalities and work under competing priorities.
- Physical ability to lift up to 50 lbs. without assistance.
- Excellent written and verbal skills.
- Ability to obtain Safe Serve Certification within 6 months of hire.
- Must be familiar with clerical and record-keeping procedures to the extent needed for proper compliance with program requirements.
- Must have a personality compatible with daily contact with meal-site providers. This includes the ability to effectively recruit, educate, train and assist providers.
- Must be flexible in developing personal work schedules.

Preferred Experience:

- At least 2 years of experience with a nutrition background
- Demonstrated proficiency in using Microsoft Outlook, Word, Excel and other applications
- Driver's License & Auto Insurance