

Central Iowa Shelter & Services Employment Opportunity

Position Title: CACFP Community Kitchen Coordinator

Schedule: Monday – Friday, every other weekend and evenings as needed

Classification: Full-Time, Non-Exempt

Office Location: 1420 Mulberry Street, Des Moines, IA 50309

Salary: \$18.00 - \$21.63 per hour | **Pay Level:** II

Reports to: Vice President of Operations

Travel Requirements: Travel within the community

Position Overview:

The CACFP Community Kitchen Coordinator is responsible for the overall development, implementation, coordination, management and evaluation of the nutrition program to promote an interest in nutrition, commitment to meeting children's nutritional needs and an understanding of nutrition's impact on child development.

Duties and Responsibilities include:

- Serve as a direct liaison between each meal site provider and Central Iowa Shelter & Services (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.
- Create menus in compliance with CACFP regulations
- 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.
- 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.
- All other duties as assigned

Qualifications:

- Strong critical thinking, analytical and problem-solving skills
- Must have a valid, in-state driver's license
- Advance computer skills and proficiency in Microsoft Office
- Organized and detail-oriented
- Demonstrated ability to manage operating costs in accordance with budgets
- Excellent time management skills, attention to detail and, high energy with focus to complete tasks on time.
- Ability to manage multiple projects with demanding and competing deadlines.
- Ability to maintain a quality workplace in a diverse, fast-paced and changing environment.
- Ability to work independently as necessary.
- Ability to negotiate different personalities.
- 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.
- Communication and Interpersonal skills: develop and maintain effective relationships with others; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

Education and Experience:

- High School Diploma required; Bachelor's degree is preferred.
- 2 years' experience in nutrition or comparable experience.
- Safe Serve Certification (or ability to obtain certification within 6 months of hire).
- Proven success in meeting and exceeding performance goals.
- Experience working in a team environment.

Physical requirements and work environment:

- While performing the duties of this job, the employee is regularly required to use hands and fingers, feel, talk and hear.
- The employee is frequently required to sit, stand, kneel and walk.
- Ability to lift 50lbs
- Work will be performed either in an office environment, kitchen or in the field.
- Must be willing to travel as needed to perform job requirements.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Benefits:

Participation in company health insurance plans, long term disability, short term disability, life insurance, personnel time off and the opportunity to purchase dental and vision insurance

Central Iowa Shelter & Services is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

