



## **JOB ANNOUNCEMENT**

### **CACFP Food Program Coordinator**

**Education and Qualifications:**

- Two years of experience in a professional capacity in a Child and Adult Care Food Program in an administrative capacity.
- Ability to work well with people and a sensitivity to the needs of children and families.
- Computer skills and knowledge of Windows, Excel and Word at an intermediate or advanced level.
- Ability to correctly and effectively communicate in written and oral English.
- A California Driver's License, daily use of an automobile, and automobile liability insurance.

**Preferred Qualifications:**

- Command of Spanish

**Responsibilities and Duties:**

- Supervise food service personnel.
- Plan menus according to CACFP guidelines.
- Oversee the ordering of food and related supplies for each Center.
- Collect program enrollment applications and Meal Benefit Forms for each child annually.
- Certify eligibility applications.
- Maintain eligibility rosters.
- Submit monthly CACFP claims for reimbursement.
- Assist in the development and implementation of staff training sessions.
- Attend agency-wide training meetings twice a year.
- Observe all rules and policies as stated in the CDCLA Professional Manual.
- Participate in all required CACFP training, workshops, conferences, etc.
- Oversee the menu review and monitoring process, including corrective actions and serious deficiency. Distribute review list and maintains review database.
- Monitor each CACFP site 3 times per year (Oct-Sept) and complete 5-day reconciliation.
- Complete center compliance reviews.

**Reporting Responsibility:**

Works under direction of the Executive Director.

**Job Specifications:**

- Twelve month work year.
- Occasional evening or weekend hours may be required.
- Employment, responsibilities, compensation, or any other factor may be affected by changes in governmental regulations, the agency's contracts, or at agency discretion.

**Status and Starting Salary:** Full-time, Non-exempt; \$21.00. per hour + Benefits (Medical, Dental and Life Insurance, 403(b) Tax deferred annuity, paid holidays, vacation and sick pay)

**Selection Process:**

Please visit our website <http://www.cdcla.org> Required documents include CDCLA employment application

Fax: 213-244-1249  
Email: [jobs@cdcla.org](mailto:jobs@cdcla.org)  
<http://www.cdcla.org>

***Making a difference in  
the lives of children and  
their families***