

## **Childcare Food Program Manager Job Description**

As an affiliate of an international membership organization, the YWCA Sonoma County is devoted to empowering women and affirming the worth of all people, regardless of gender or race.

At the heart of the YWCA's programs are our domestic violence services. We provide a wide range of services to victims of domestic violence and their children so they can heal, become self-sufficient, and return productively to the community.

<b>Position:</b>	Food Program Manager	<b>Wage:</b>	\$24.00-26.00 per Hour
<b>Department:</b>	Childcare Services	<b>Pay Basis:</b>	Biweekly
<b>Reports To:</b>	Director of Childcare Services	<b>FLSA Status:</b>	Non-Exempt
<b>Hours/Week:</b>	40	<b>Benefits:</b>	Eligible at 1.0 FTE
<b>Employment Status:</b>	Regular Full-time		

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As a YWCA employee, you'll enjoy knowing that every day you make a difference in the lives of people who seek our services. You'll be an integral part of a culture that celebrates individual contributions and values meaningful work and authentic connections.

YWCA's dedication to our mission is only equal to our dedication to our employees.

#### **Benefits:**

- Comprehensive benefit program including employer-paid medical and dental
- 16 paid holidays
- Retirement plan that contributes up to 14 (%) percent
- 12 paid sick / 10 paid vacation days your first year, increasing with length of service
- Tuition Reimbursement Program
- Employee Assistance Program
- A feedback culture that is mission driven by meaningful work and authentic connections, where individuals are celebrated and appreciated.

*"My experience... has exceeded my expectations ten-fold. I'm so happy to be a part of a team who values autonomy, empowerment, emotional connection, and motivation to do what is right."*

- *YWCA Team Member*

#### **Position Summary**

Working under the direction of the Director of Childcare Services, the Food Program Manager implements the food program working with the Director and Center staff ensuring all CACFP and CDD regulations are met. This can include but is not limited to, planning monthly menus, shopping and monitoring and working with the center staff to ensure all meals are documented at the point of service and the meals are prepared following the food program guidelines. The Food Program Manager will ensure that all the food served meets the highest nutritional value as possible.

#### **Distinguishing Characteristics**

Food Program Manager is an hourly, non- exempt position at 40 hours a week. This classification works without direct supervision and is required to meet and maintain qualifications that meet State of California, Title 5 and CACFP requirements including professional growth activities and mandatory trainings.

#### **Essential Tasks**

These are core functions of the job that, if removed, the job would simply not exist. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The Food Program Manager will enroll the children to the pre-school, infant/toddler centers and CACFP food programs; this includes calling or emailing families
- Accurately maintains children's files in accordance with the rules and regulations of the CACFP
- Responsible in maintaining proper records, meal production forms, menus, meal counts, and monthly claims
- Plays a vital role in coordinating services and with the Redwood Empire Food Bank
- Responsible for following all requirements and reporting requirements with the Redwood Empire Food Bank
- Responsible for overseeing the staff in maintaining daily meal counts and refrigerator/freezer logs
- Stays current on policies and procedures of YWCA, EESD, and CACFP
- Greets families, answer phones and maintains organized files for yearly CACFP and CDE audit and review
- Complete and participates in necessary training and professional growth activities
- Attends staff meetings as requested
- Models positive and professional communication with all parents and maintains family confidentiality
- Follows through on issues and actions with parents, at the direction of the Director of Child Care Services, and makes appropriate reports as necessary
- Performs other duties, as requested to assure a quality program
- Refers parents to community resources, SNAP, WIC, Cal Works, and various support groups
- Available to substitute at centers upon request
- Performs other duties as requested.

### **Program Planning and Evaluation**

- Conducts regular program evaluations ensuring that all client needs are being met according to YWCA policies and procedures, California Adult and Childcare Food Program, California Department of Education guidelines and California Community Care Licensing standards and regulations.

### **Program Implementation**

- Oversees and manages the planning and implementation of the food program including breakfast, lunch and snacks in accordance with California Department of Education compliance guidelines.

### **Compliance and Reporting**

- Responsible for oversight of case/file management and documentation to ensure clear, unbiased and current information is gathered and maintained on behalf of client assessments and goal setting plans.
- Holds responsibility for all records, reports and files to ensure an above average audit by any and all auditing agencies.

### **Facilities Management**

- Responsible for coordinating routine maintenance of Child Care Centers including, but not limited to, Kitchen safety and cleanliness, equipment necessary for the food preparation and serving.
- Oversees compliance with regulatory agencies including permits and safety inspections. Keeps facility maintenance schedules. Works with parents, staff and volunteers to maintain the center's environment in a safe, clean, organized manner.
- Maintains current first aid & CPR training. Maintains an orderly work environment and performs tasks in a prescribed and safe manner.

### **Prerequisite Qualifications**

- Education and experience in nutrition preferred
- 12 units in Early Childhood Education, or teacher permit preferred
- Proven track record of successfully leading and managing a team of individuals.
- Basic computer and data entry skills.
- First aid and CPR certificates a plus
- Prior to employment, obtain fingerprint clearance and pass TB testing
- Upon employment, must pass pre-employment physical
- Valid driver's license, current auto insurance.
- Valid Food Handlers Certificate

### **Ability to:**

- Communicate with children and adults from varied backgrounds, cultures, and socio-economic levels. Has the ability to work with children and families where English may not be the primary language.
- Learn and understand the dynamics of the cycle of domestic violence and prevention strategies.

- Maintain and improve professional skills and knowledge. Establish and maintain cooperative working relationships with agencies and individuals contacted during performance of job duties. Be flexible and receptive to suggestions, input and change. Operate modern office equipment, including computer, phone, fax, copier, etc. Understand and carry out both oral and written instructions in an independent manner. Communicate effectively and tactfully in both oral and written forms.
- Administer basic first aid and CPR

### **Physical Requirements**

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

- Candidate must be able to lift up to 50 pounds
- Movement within preschool and office environment
- Ability to write by hand and use keyboard to perform general office functions
- Ability to communicate by speech and hearing continuously
- Visual acuity (close, distant, peripheral vision and the ability to adjust focus and view accurate color perception) needed for detail work, computer use, reading and to potentially supervise children in a variety of activities
- Ability to sit and stand for extended periods of time
- Frequently required to walk, run, move, squat, stoop, bend, twist, turn, push, pull and reach in interactions with preschool aged children and maintenance of the child care center environment