



## POSITION DESCRIPTION

**Position Title:** Child and Adult Care Food Program (CACFP) Manager  
**Reports to:** Program Director

**Families Forward Learning Center's** (FFLC) mission is to prepare families living in isolation and poverty to succeed in school and in life through two-generation learning programs. To fulfill our mission, we provide free social services and educational programs to low-income, at-risk families with children ages 0-5. In all programs, parents and children are on-site, engaged in their own comprehensive curricula. Programs successfully increase literacy levels, educational outcomes, and the emotional well-being of both generations.

## POSITION OVERVIEW

The **CACFP Program Manager** oversees the provision of the Child and Adult Care Food Program which provides reimbursement to FFLC for nutritious meals served to children in their care.

### Primary Duties and Responsibilities:

- Directly supervise CACFP program staff.
- Train and support CACFP staff, substitutes, with kitchen procedures, routines, and the proper use of equipment. As well as making sure CACFP staff are current with certifications.
- Assist in the kitchen when CACFP staff are short staffed. Specifically covering for the person who is absent. This will include cooking, cleaning, meal prepping.
- Understand USDA meal pattern requirements.
- Develop monthly menus to ensure meals/snacks are accurate and eligible for reimbursement.
- Place all food and non-food online orders.
- Purchase food and non-food supplies from local vendors.
- Ensure accurate record keeping of all expense reports with purchase receipts.
- Develop weekly classroom rosters and give them to teachers.
- Monitor attendance records weekly to ensure accuracy of meal counts.
- Monitor monthly expenses.
- Complete monthly CACFP reports ensuring both accuracy and timeliness.
- Enroll families in the CACFP program making sure documents are accurately filled out and make individual child files. Ensure that files are kept confidential.
- Understand and convey CACFP requirements to staff and participating families.
- Ensure teaching staff, nutrition team, and ECE director have appropriate paperwork on food allergies and special diets.
- Develop and facilitate/present regular training workshops for CACFP staff and teaching staff.
- Ensure contract compliance with CACFP rules and regulations. Be knowledgeable and up to date on CACFP program requirements reviewing changes and following best practices.
- Review cleaning schedules and monitor kitchen sanitation, documenting follow-up as needed.
- Attend local, state, and national meetings and conferences as required.

**Minimum Level of Education/Experience Required:**

- Associate degree or equivalent combination of education and nutrition, food service management.
- Two years supervisory experience.
- Computer proficiency and knowledge of Excel/ Word programs.

**Skill Requirements:**

- Sufficient math skills to measure, figure measurement conversion and multiply ingredient amounts. As well as making the expense reports for purchases and budgeting expenses.
- Verbal and written English and Spanish language communication skills.
- Ability to develop and perform staff trainings.
- Good leadership, staff supervision, budget management and organizational skills.
- Ability to work as a team member and maintain open and constructive communication.
- Ability to multi-task, analyze, organize, and prioritize job duties.
- Must have knowledge of state food sanitation regulations.
- Background working with low-income families and children preferred.

**Physical Requirements:**

- Ability to lift/carry 30 lbs. Ability to push/pull 30 lbs.
- Sufficient mobility and range of motion to perform intermittent standing, walking, bending, reaching, kneeling, and climbing step stool as needed.
- Ability to operate a motor vehicle.

**License and Certificates Required:**

- Valid California Driver's License
- Proof of Auto Insurance
- Food Handlers Certification
- CPR/First Aid Certification

**Send your resume and cover letter to Program Director Andrea Huicochea at:**

**[Andrea@FamiliesForwardLC.org](mailto:Andrea@FamiliesForwardLC.org)**