



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR CHILD AND ADULT CARE FOOD PROGRAM, SUMMER FOOD SERVICE PROGRAM, AND FRESH FRUIT AND VEGETABLE PROGRAM
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8103
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, monitoring, implementing, and reporting for USDA Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Fresh Fruit and Vegetable Program. Trains food service managers/managing assistants, assistants, and school personnel as necessary in the operation of the USDA CACFP/SFSP/FFVP. Monitors for compliance to program regulations. Consults with Assistant Director to establish procedures, priorities, and processes. Recruits participants for all programs, conducts monitor and other applicable; develops and provides applicable resources for all programs. Collects required documentation to consolidate meal counts for CACFP/SFSP claim reimbursement and necessary support documentation to support the FFVP expense reimbursement. Completes other required reports for each program and tracks and evaluates performance for each program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Trains and monitors food service employees, school personnel, and volunteers working with CACFP, SFSP, and FFVP in the areas required by USDA

Determines monthly claim for CACFP and SFSP reimbursement

Prepares monthly menu for FFVP and procures in accordance with federal, state, and local procurement regulations all food, supplies, and equipment related to FFVP

Provides resources to schools to assist in the nutrition education requirement of the FFVP

Assumes responsibility for working with school administrative staff to recruit new programs and make improvements to existing programs

Maintains all records and completes all reports for CACFP, SFSP, and FFVP

Develops, revises, and updates procedures for sites participating in CACFP/SFSP/FFVP

Monitors costs associated with CACFP/SFSP/FFVP at each site to ensure fiscal responsibility within the programs

Interacts with parents, students, food service employees, school personnel and volunteers on a regular basis to evaluate ways to improve programs

Conducts compliance reviews as required by federal regulations and addresses issues and concerns

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Three (3) years of experience in institutional food service program, or food, or nutrition related area

Kentucky Department of Education Certification as a Food Service Employee
Jefferson County Board of Health Sanitation Certification
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of policies and procedures of the school district
Past experience in the area of Child Nutrition Programs
Experience in a diverse workplace