



**Ending hunger in Orange County.
Together we are creating a future in which no one goes hungry.
Ever.**

Program Coordinator: Kids Cafe **Position Description**

Department: Programs & Services

Reports To: Supervisor, Compliance & Government Programs

Status: Full-time, Non-Exempt, Hourly

Hourly Pay Rate: \$19.00 - \$21.00 (DOE)

Schedule: Monday – Friday, 40 hours per week

Benefits: We offer excellent Benefit Plans including incremental PTO Plan starting at 2 weeks and doubling in second year; 11 Paid Holidays plus a Birthday Floating Holiday. Medical & Dental insurance plans with majority paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of at-risk people in your community? At Second Harvest Food Bank of Orange County that's exactly what you'll be doing. Every moment of your work day will directly impact our mission and Bold Goal to provide food for those who need it, when they need it.

Come join our upbeat, collaborative team who are improving lives every day by taking hunger off the table. We are committed to living out the Food Bank's core values of **Compassion, Integrity, Stewardship, Service Excellence and Diversity** in pursuit of our mission.

POSITION PURPOSE: This position provides a unique opportunity to directly help feed food-insecure children in Orange County. The role of the Program Coordinator is to manage the Kids Cafe Program – federally known as the CACFP and SFSP. The primary objective of this position is to ensure food-insecure children are being provided fresh, nutritious food at nearly 50 afterschool and summer program locations throughout Orange County.

ESSENTIAL FUNCTIONS:

- Become an expert on CACFP/SFSP rules and regulations.
- Responsible for over \$1M in federal contract expense and revenue through the CACFP/SFSP.
- Ensure fiscal integrity – holding oneself and Kids Cafe Program sites responsible and accountable for the fiscal integrity of the program, at all times.
- Edit check all meal service documentation from each Kids Cafe Program site on a weekly basis.
- Input all necessary data into the Kids Cafe master spreadsheet as meal service documentation is received and keep the master spreadsheet up to date at all times.
- Communicate on a near-daily basis with our commercial food service vendor concerning Kids Cafe Program orders, monthly menus, contract compliance, concerns, site changes, etc.
- Verify invoices from our commercial food service vendor and submit to COO for approval.
- Submit accurate reimbursement claims to CA Department of Education every month.
- Coordinate and conduct bi-annual mandatory training for all CACFP/SFSP sites.



- Ensure all CACFP/SFSP partners meet all Safe Food Handling Certification requirements.
- Provide ongoing support to Kids Cafe Program site staff via email and phone calls.
- Visit each CACFP/SFSP site every 2-3 months to ensure CACFP/SFSP compliance with program rules and regulations.
- Follow all established non-compliance procedures for holding CACFP/SFSP sites accountable for all serious and non-serious offenses.
- Ensure all USDA, CDE, CACFP, and SFSP rules and regulations are carried out at all times.
- Ensure CACFP/SFSP files are audit-ready at all times.
- Develop, maintain, and cultivate strong partnerships with Kids Cafe Program sites, our commercial food service vendor, and all CA Department of Education contacts.
- Demonstrate Service Excellence and Integrity when carrying out all aspects of program management.

OTHER DUTIES INCLUDE:

- Actively participate in weekly team meetings and report updates, concerns, and successes in group meetings and at 1:1s.
- Attend webinars and trainings to increase Child Hunger Program knowledge.
- Assist in collecting client stories for grant reports and various Development Department needs.
- Provide Kids Cafe Program sites with additional information on other services and referrals, including CalFresh eligibility and application assistance.
- Other duties as assigned.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Ability to lift 25 pounds to carry equipment and supplies as needed.
- Regular driving throughout Orange County.
- Extended periods of sitting to meet with clients and while working on a phone and computer.
- Indoor office environment and indoor warehouse environment with moderate noise at food bank location.
- 25%-50% of time spent off-site at Community Partner locations and attending various meetings.
- Office hours are 8am – 4:30pm, but schedule varies based on Department needs. Possible evening and weekend hours.

REQUIREMENTS:

- Bachelor's Degree or equivalent job experience.
- Valid Driver's License and Insurance.
- Must be proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint.
- Experience with program coordinator, including experience with databases and analyzing data to influence programmatic shifts needed.
- Ability to accurately enter information into a database is required.
- Dedication to continuous improvement and experience with making changes that lead to improved results.
- Excellent professional etiquette skills.



A member of **FEEDING AMERICA**

- Excellent data entry skills and attention to detail. Keep all tracking and reporting systems updated and accurate.
- Strong time-management and organizational skills. Proficient with handling multiple tasks and deadlines.
- Strong analytic skills with the ability to problem solve. Proactive about seeking solutions in order to meet personal and team goals.
- Excellent relationship management skills. Nurture strong professional relationships with Community Partners, CA Department of Education, commercial food service vendor, other non-profits, and donors as applicable.
- Excellent verbal and written communication skills. Communicate comprehensively with Supervisor on an on-going basis.
- Self-starter with the ability to move projects forward with Supervisor.
- Excellent team player. Volunteer to assist coworkers within and across departments of Second Harvest within reason.
- Compassionate. Sensitive to clients' hardships and empathetic.
- Hardworking and goal oriented.
- Flexible and adaptable to change.
- Commitment to living out Second Harvest's core values of Compassion, Integrity, Stewardship, Service Excellence and Diversity.

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply: Please email Cover Letter and Resume to: Ellie@FeedOC.org

Second Harvest Food Bank of Orange County, Inc. is an equal opportunity employer.
