



## **Program Specialist: Kids Cafe** **Position Description**

**Department:** Programs & Services

**Status:** Full-time, Non-Exempt, Hourly, Starting pay: \$27.43/hour

**Schedule:** Monday – Friday, 40 hours per week, remote 2 days & in-office 3 days per week

**Benefits:** We offer excellent Benefit Plans including incremental PTO Plan; 11 Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan paid by employer. Employee Assistance Program

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 that's exactly what you'll be doing. Every moment of your workday will directly impact our mission 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.**

### **About Second Harvest Food Bank of Orange County**

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all.

Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security to all members of our community when they need our help.

**POSITION PURPOSE:** The role of the Program Specialist 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. We are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship** in pursuit of our mission.

### **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.
- Visit each CACFP/SFSP site every 2-3 months to ensure CACFP/SFSP compliance.
- Follow all established non-compliance procedures for holding CACFP/SFSP sites accountable for all serious and non-serious offenses.
- Ensure all USDA, CDE, CDSS, 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 & CA Department of Social Services contacts.



**OTHER DUTIES INCLUDE:**

- Actively participate in weekly team meetings and report updates, concerns, and successes in group meetings and at 1:1s.
- Conduct partner monitoring visits in collaboration with the Partner Compliance & Capacity
- Assist in collecting client stories for grant reports and various Development Department needs.
- Connect Kids Cafe Program sites with other SHFBOC programs and opportunities for further partnership.

**PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:**

- Ability to lift 25-50 pounds to carry equipment and supplies as needed.
- Regular driving throughout Orange County.
- Extended periods of sitting 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 Kids Cafe locations and attending various meetings.
- Office hours are 8am – 4:30pm, but schedule varies based on Department needs. Possible evening and weekend hours.

**REQUIREMENTS:**

- Minimum 2-years of experience in the non-profit industry, compliance experience a plus.
- Excellent data entry skills. Experience with databases and analyzing data to influence programmatic shifts needed.
- Excellent, professional verbal and written communication skills.
- Relationship management skills. Nurture strong professional relationships with coworkers, Kids Cafe partners – current and potential, and external stakeholders.
- Self-starter with the ability, confidence, and good judgment to move projects forward with minimal supervision.
- Dedication to continuous improvement and experience using logical reasoning to proactively identify areas for improvement and problem-solve
- Time-management and organizational skills. Proficient in handling multiple tasks and timelines.
- Flexible and adaptable to change. Understand that non-profit work is constantly evolving and be comfortable with shifting priorities.
- Proven team player.
- Proficiency with Microsoft Office Suite.
- Valid Driver's License and Insurance.

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.*

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*Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer*

**How to Apply: Please send resume & completed application to [Ellie@FeedOC.org](mailto:Ellie@FeedOC.org)**