**Child and Adult Care Food Program Center Specialist**

The Child Care Resource Center is the best partner for child care programs in our region seeking to provide meals to the children in their care, to be reimbursed a portion of the cost for food. We are a sponsor in the state of Ohio representing both family child care and center based programs. The Child and Adult Care Food Program (CACFP) plays a vital role in improving the quality of child care and learning programs and makes care more affordable for many low-income families.

**POSITION SUMMARY**

Child Care Resource Center is a fast growing, North Central Ohio based, resource and referral agency dedicated to teamwork and superior customer satisfaction. To continue our growth, we are searching for a motivated individual to initiate relationships with child care centers. The CACFP Center Specialist fulfils these primary roles to meet the requirements of this federal program – operations/monitoring, data collection and business growth.

**QUALIFICATION:**

* Bachelor’s Degree, business or related field or restaurant management with at least 3 years of experience with Ohio’s CACFP program
* Computer proficiency with ability to use a laptop, tablet/iPad, and smart phone
* Reliable transportation - insured
* Excellent written and oral communication, data management, and organization skills
* Ability to relate to a broad spectrum of community organizations, child care providers. Recognizes the importance of team work

**ESSENTIAL JOB FUNCTIONS:**

* Monitor, analyze and maintain information collected and make recommendations for CACFP improvements
* Maintain systems/procedures for the CACFP program
* Verification of data accuracy
* Process child applications, menu compliance, and expense processing
* Track child attendance
* Develop and host on-boarding process for new CACFP center
* Training and development of CACFP monitors
* Oversee monthly CACFP claim using custom software and report any findings to supervisor
* Train and provide ongoing technical assistance to CACFP center staff on program operations using methods that meet provider needs
* Performs/oversees CACFP provider quality audits on a monthly basis
* Identify corrective action issues and document, monitor and follow up to ensure corrections have been made
* Monitor participating child care centers onsite for compliance with federal CACFP requirements
* Assist supervisor with annual CACFP center application
* Maintain CRM database with accurate information and work to increase the amount of leads via independent lists and other research.
* Monitor replies for email marketing campaign
* Assist in maintaining data integrity of our marketing list
* Ability to problem solve using new and innovative ideas with the goal of creating a great customer experience
* Strong verbal and written communication; active listener
* Outgoing, friendly, and energetic
* Business acumen, professional attitude
* Deadline driven, achieves results with little supervision
* Ability to collect and compile data, and perform data entry
* Excellent organizational skills
* Ability to work independently and as a team member
* Ability to multi-task
* Comfortable giving direction, holds others accountable, and solution oriented
* Resilient and adaptable to changes in direction
* Demonstrates the desire for continual self-improvement

The CACFP Center Specialist works with agency and department strategic goals to grow the work of CACFP within all departments of the CCRC (parent services, provider services, professional development, business services).

The CCRC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, protected veteran status, disability, or any other basis protected by federal, state, or local law.

**BENEFITS:**

* Fulltime position – occasional non-traditional hours required.
* Salary : $30,000 - $34,000
* Benefits: Medical, Life, 403b Retirement, Sick Leave, Vacation Time, flexible schedule, travel (rental vehicles)