



## Child and Adult Care Food Program (CACFP) Manager

**Reports to:** Executive Director

**Job Summary:** The CACFP Manager is responsible for the overall administration, management, and compliance of the Child and Adult Care Food Program in accordance with federal, state, and local regulations. The Manager will oversee program operations, manage budgets, and ensure high-quality nutrition services are provided to enrolled participants. This role involves working closely with child care centers and family day care homes to promote and implement nutrition standards and practices.

### **Qualifications:**

- Bachelor's degree in nutrition, Dietetics, Public Health, Business Administration, or a related field. Experience supervising staff.
- Minimum of 5 years of experience in program management, preferably in nutrition or leading a CACFP program.
- In-depth knowledge of CACFP regulations and requirements.
- Strong leadership, organizational, and communication skills.
- Experience in budget management and financial oversight.
- Ability to analyze data, prepare reports, and make data-driven decisions.
- Proficiency in Microsoft Office Suite and CACFP-related software.
- Valid driver's license and ability to travel as required.

### **Key Responsibilities:**

#### **Program Management:**

- Oversee the daily operations of the CACFP to ensure compliance with all federal, state, and local regulations.
- Develop, implement, and monitor program policies and procedures.
- Conduct regular site visits to monitor compliance and provide technical assistance to staff.

#### **Compliance and Reporting:**

- Ensure all sites adhere to CACFP guidelines and maintain accurate records.
- Prepare and submit timely reports to the appropriate regulatory agencies.
- Conduct internal audits and prepare for external audits.



### **Budget and Financial Management:**

- Develop and manage the program budget, ensuring efficient allocation of resources.
- Monitor financial reports and ensure all expenditures are within budget.
- Oversee the preparation, approval and submission of claims for reimbursement.

### **Training and Development:**

- Provide training and technical assistance to staff and site personnel on CACFP regulations and best practices.
- Develop educational materials and conduct workshops on nutrition, menu planning, and food safety.

### **Community Outreach and Partnership Development:**

- Establish and maintain relationships with community organizations, stakeholders, and regulatory bodies.
- Promote CACFP participation and advocate for program benefits within the community.
- Represent the organization at meetings, conferences, and other events.

### **Supervision and Leadership:**

- Supervise and support CACFP staff, including training, and performance evaluation.
- Foster a positive and collaborative work environment.
- Set goals and objectives for the program and staff, and track progress toward these goals.

The CACFP Manager works as a part of a team within the CCRC. The team utilizes the agency and department strategic goals to grow the work and support child care programs to stabilize their child care businesses by participating in the CACFP program, by providing nutritious meals to the children served, and by supporting families in serving nutrition meals at home. The CACFP Manager will work with all agency departments to ensure all CCRC services are used in supporting child care programs in North Central Ohio.



**Benefits:**

- Fulltime position
- Salary: \$50,000 - \$52,000
- Benefits: Medical (CCRC pays 70%), Life (paid by employer), 403b Retirement, Sick Leave, Vacation Time

**Core Values:**

Every Interaction Matters - **RELATIONSHIPS**

Committed to expanding and sharing **KNOWLEDGE**

**INNOVATIVE** in serving our community

**INTEGRITY** in our daily interactions

**TRUST** earned with every action

**Application Process:**

Interested candidates should submit a resume, cover letter, and three professional references to [jdodge@ccrcinc.com](mailto:jdodge@ccrcinc.com).

*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*