



## Nutrition Services Specialist

The Child Care Resource Center is the best partner for child care programs in our region seeking to provide healthy meals to the children in their care and to be reimbursed a portion of the food costs. 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 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 service. To continue our growth, we are searching for a motivated individual to initiate relationships with child care centers. The Nutrition Services Specialist fulfills these primary roles to meet the requirements of this federal program – operations/monitoring, data collection and business growth.

### QUALIFICATION:

- Associates Degree (Bachelor Degree preferred)
- Business or school food program administrator experience
- Restaurant management experience
- 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 support, and expense processing
  - Track child attendance
- Develop and host on-boarding process for new CACFP centers
- Work with an assigned caseload of programs, ensuring that they are successful and claiming monthly.
- Create and implement weekly, monthly and annual strategies to ensure compliance and program success
- Work closely with your caseload to identify and brainstorm strategies to improve program success, nutritional programming and overall business stability.
- Contribute improvements in techniques affecting nutrition service operations.
- Create a climate in which people want to do their best. Can motivate team or caseload and make each individual feel his/her work is important
- 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
- Perform CACFP caseload quality audits on a monthly basis
- Identify corrective action issues and document, monitor and follow up to ensure corrections have been made



**child care**  
RESOURCE CENTER

- Monitor participating child care centers onsite for compliance with federal CACFP requirements
- Assist supervisor with annual CACFP center application and audit processes
- Maintain CRM database with accurate information and work to increase leads
- Monitor marketing/recruitment campaigns for effectiveness and reach
- Problem solve using new and innovative ideas with the goal of creating a great customer experience

#### **Other Skills Necessary for Success:**

- Strong verbal and written communication; active listener
- Outgoing, friendly, and energetic
- 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
- Demonstrate the desire for continual self-improvement

The Nutrition Services 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).

#### **Benefits:**

Fulltime position  
Salary: \$38,000 – 42,000  
Benefits: Medical (CCRC pays 70%), Life (paid by employer), 403b Retirement, Sick Leave, Vacation Time, Employee Assistance Program

#### **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

#### **How to Apply**

To apply for this opportunity, email Jennifer Dodge, executive director at [jdodge@ccrcinc.com](mailto:jdodge@ccrcinc.com) and include the following:

- **“I read the job description”** in the subject line (without quotations).

***Please note all applications that fail to include the above will not be considered.***

*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.*