

## CACFP

### At Risk Meals Program

#### Position Summary

**Under close supervision of the meal program manager, assist in all phases of the At Risk After School Meal Program.**

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

#### Supervision Received and Exercised

Receive general supervision from assigned supervisor or manager.

#### Essential and Supplemental Functions

**ESSENTIAL FUNCTIONS:** (Essential functions may include, but are not limited to the functions listed below)

1. Monitor meal sites to ensure compliance with program requirements.
2. Conduct staff training in support of assigned food program; monitor and evaluate adherence.
3. Collect and review all site paperwork for accuracy; ensure documentation is correct.
4. Enter program data into database; may provide and/or compile various reports.
5. Report inaccuracies, damaged/incomplete meals, complaints/concerns to program manager.
6. Ensure all sites provide daily meal counts to both the meal program office and the kitchen; collect and record daily meal counts.
7. Monitor the number of meals ordered for each site daily; track utilization and advise sites when necessary to reduce meal orders to minimize overages and seconds.
8. Conduct outreach and identify eligible programs to address community needs.
9. Perform record keeping duties.
10. Respond to public inquiries in a courteous manner; provide information within the area of assignment regarding meal program and resources; may assist in resolving complaints in an efficient and timely manner.

#### Supplemental Functions:

1. Attend and participate in departmental or assigned trainings.
2. Perform related duties and responsibilities as required.

#### Minimum Education and Experience Requirements

*Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.*

High school diploma or GED supplemented by three (3) years' experience in meal services.

Possession of a valid CACFP certification within six (months) from date of hire.

**ADDITIONAL REQUIREMENTS:**

Possession of a valid New Mexico Driver's License, or the ability to obtain by date of hire.

Possession of a City Operator's Permit (COP) within six (6) months from date of hire.

**Preferred Knowledge**

- Basic operations, services, and activities of a community service program
- Principles and practices of job training and development
- Principles and practices of record keeping
- Pertinent Federal, State, and local laws, codes and regulations
- Methods and techniques of placement, recruitment and training of volunteers
- Basic computer programs, statistical reporting and data analysis/interpretation
- Pertinent Federal, State, and local laws, codes and safety regulations.



**Preferred Skills and Ability**

- Select, supervise, train and evaluate staff
- Assist with implementing food services programs
- Operate office equipment including computers
- Prepare clear and concise reports
- Communicate clearly and concisely
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform the essential functions of the job with or without reasonable accommodation

**Working Conditions**

**Environmental:**

Primarily office and sometimes meal site environment; exposure to computer screens; may travel from site to site.

**Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.