

At-Risk Program Manager

Job Description:

CACFP After School At-Risk Meal Program Manager will be responsible for the implementation, coordination and administration of the at-risk after school meals component of the USDA Child and Adult Care Food Program to secure government funding for the sustainability of the meal service program and alleviate childhood hunger. This position will establish the government meal reimbursement program; engage the necessary internal and external resources required; manage the operation of the program; select, train and supervise program personnel; train participating agency staff; and create the required policies and procedures required to ensure Federal and State program compliance.

Major Duties and Responsibilities:

1. Assess USDA CACFP program requirements and determine implementation strategy in partnership with internal management/staff, and partner agencies.
2. Prepare and submit program applications for review and approval by higher level management staff; ensure program compliance with grant requirements.
3. Attend all required training and complete all program application requirements yearly.
4. Prepare and monitor the After School At-Risk Program budget; forecast funds needed for staffing, equipment, materials and supplies; monitor expenditures; meet with assigned fiscal agent to pay invoices, reconcile costs and prepare claims for reimbursement.
5. Enter monthly reimbursement claims and work with Finance to reconcile revenue.
6. Identify, create and communicate required program policies, procedures and monitoring tools.
7. Train staff, site coordinator, and partner agency staff on data collection requirements and procedures to ensure program compliance. Provide yearly agency training.
8. Create and maintain file system for all program documentation.
9. Visit; monitor and evaluate program sites; ensure program compliance; identify opportunities for improving service delivery methods and procedures; identify resource, materials and staffing needs; implement improvements and allocate resources accordingly.
10. Identify new program sites based on eligibility requirements; conduct outreach meetings and pre-operational site visits; identify resource, material and staffing needs.
11. Select, train and motivate After School Meal Program personnel; provide or coordinate staff training; implement termination procedures when necessary.
12. Prepare a variety of analytical and statistical reports on the operations and activities of the After School Meal program.

Minimum Education and Experience Requirements:

Bachelor's Degree and/or equivalent education and experience.

Knowledge, Skills and Abilities:

- Operational characteristics, services and activities of a food service program
- Principles and procedures of financial record keeping and reporting
- Modern office methods and equipment including computers
- High level of interpersonal skills to work effectively with others and motivate a cross-functional project team
- Excellent planning and organization skills
- Ability to problem solve
- High level of follow through, self-motivation and ownership
- Self-starter with the ability to work independently and effectively with minimal supervision
- Good oral and written communication skills
- Prior experience in creating training materials
- Select, supervise, train and evaluate staff

Additional Requirements: May require a NM Driver's license and a City Operator's Permit.