

North Coast Opportunities, Inc.
413 N. State Street, Ukiah, CA 95482

JOB DESCRIPTION

POSITION TITLE:	FOOD PROGRAM SPECIALIST I, II
PROGRAM/DEPARTMENT:	RURAL COMMUNITIES CHILD CARE
REPORTS TO:	FOOD PROGRAM MANAGER
SUPERVISORY RESPONSIBILITY:	NONE
FLSA/IWC STATUS:	NON-EXEMPT
WC CODE:	8742

I. GENERAL DUTIES AND RESPONSIBILITIES

Under direct supervision of the Food Program Manager (FPM), provides administrative support to the Child Care Food Program. Coordinates and collaborates with other staff members and service providers, as well as regulatory agencies to facilitate program compliance. Provides technical assistance to providers to enhance program services.

II. JOB DUTIES AND RESPONSIBILITIES

1. Provides technical assistance to providers participating in the Food Program by responding to inquiries and providing information including updates on changes to regulations or program guidelines.
2. Participates as a collaborative team member in the overall implementation of RCCC programs.
3. Verifies child attendance and provider capacity; reviews and evaluates the meal count and menu records for proper implementation, nutrition integrity standards, state and federal guidelines and licensing requirements; reports any variances to the FPM in a timely manner.
4. Maintains and regularly updates resource files and data on child care facilities and family child care homes; maintains licensing and tiering information.
5. Provides general program information to potential and current clients.
6. Collects paperwork from clients as needed.
7. Drafts various correspondence and agendas as directed.
8. Maintains and updates all child care provider files to keep current and in compliance.
9. Assists with monitoring provider meals at site visits in local area and in outer areas as needed.
10. Tracks CCFP handbook updates and assemble new handbook as needed.
11. Attends workshops, classes and Roundtable meetings to maintain and provide updated information to program staff and participating providers.
12. Assists FPM with planning, development and implementation of annual trainings.
13. Attends RCCC staff meetings and training programs.
14. Aligns work behaviors in conformance with NCO's Mission, Vision and Values.
15. Furthers continuous improvement by participating on teams and special committees.
16. Work habits:
 - Arrives to work on time and obtains approval from supervisor for planned absences or any changes in work schedule.
 - Maintains a high level of confidentiality in alignment with all applicable Agency and program policies and procedures.
 - Is able to stay focused on the job.
 - Takes pride in creating an efficient, collaborative work environment.
 - Treats co-workers and clients with respect.
 - Represent NCO and its program to the community in a positive light.
 - Dresses appropriately for the assigned job duties and responsibilities.
 - Is able to constructively adapt to change.
17. Performs other duties as assigned or required.

III. **JOB QUALIFICATIONS**

Food Program Specialist I & II

1. An associate degree from an accredited school in Child Development or a related field OR an equivalent combination of education and practical work experience in child development, providing services to families or in a related field is required; education or experience with nutrition education is preferred.
2. Experience working in a human service program providing direct services to families or children is helpful.
3. Knowledge of and ability to work with people from various socio-economic and culturally diverse backgrounds is essential.
4. Must possess excellent written and oral English communication skills and the ability to consistently communicate in an effective and professional manner.
5. Must be proficient in the use of computers and a variety of software programs, including web-based platforms; must be very familiar and have at least one year of experience using word processing, email, database and spreadsheet programs; experience using presentation software is preferred.
6. Possession of basic bookkeeping skills and an ability to perform mathematical and analytical processes at a level necessary to perform the responsibilities of the position is required.
7. Strong organizational, planning and problem-solving skills are required.
8. Demonstrated ability to prioritize and perform duties efficiently and accurately and meet deadlines with minimal supervision; must be able to work well in collaboration with others.
9. Possess a general knowledge of principles and practices of effective business operations and interpersonal communications; demonstrated ability to work cooperatively and professionally with NCO staff members and contractors, other agencies and organizations, program parents and community members.
10. Possession of general knowledge of basic methods of training, coaching and mentoring is preferred.
11. Prior experience taking and transcribing meeting notes is required.
12. For work-related driving, employee must have: a current, valid California driver's license, a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV print out: and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.
13. Bilingual/biliterate (Spanish/English) abilities are preferred, but not required.

Additional Qualifications for Food Program Specialist II

1. Successful completion of a minimum of 4 years of experience within the RCCC Program, or 2 years' experience with a similar program and 2 years' experience as a Food Program Specialist I. Demonstrated transferable skills needed for this position may be substituted for the 2 years on the job experience as a Food Program Specialist I.
2. Must be able to demonstrate a high level of proficiency in all aspects of duties and responsibilities required for the position and to work independently with minimal supervision.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic office equipment, and reach with hands and arms.
3. The employee is occasionally required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee may occasionally lift and/or move up to 25 pounds unassisted and may occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.

8. The employee will regularly use computers and computer printers, telephones and other similar electronic office equipment.
9. The environment can be noisy and includes the comings and goings of small children and their families.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Program:	Rural Communities Child Care
Position:	Food Program Specialist for Clearlake, CA
Rate of Pay:	\$ 15.64 per hour
Hours:	30 hours per week, 12 months/year
Benefits:	<p>Paid holidays, vacation and sick leave. Medical, Dental, Vision & life insurance coverages available within 60 days of hire (Must work 30 hrs/wk or more).</p> <p>Employee Assistance Program (all members of household are covered) available within 60 days of hire. Discounted membership in Reach is available with payroll deduction. Eligible to participate in 401(k) retirement plan immediately, and for employer contribution & matching program upon qualifying.</p>
To Apply:	<p>Please complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/, by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah.</p> <p>For positions requiring ECE or CDV units transcripts must be attached with your application to be considered.</p>
Application Closing Date:	Open until filled
Submitting an Application:	<p>Applications accepted only at the NCO main office. Postmarks are not accepted.</p> <p>By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482</p> <p>By FAX: 707.467.3213 By Email: HumanResources@ncoinc.org</p>
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	