

Ozarks Food Harvest Job Description

Job Title: Child Nutrition Programs Coordinator
Classification: Full Time Position
Department: Member Services
Reports to: Director of Programs and Member Services

Purpose

At Ozarks Food Harvest, we're passionate about making a difference in the lives of others – especially those who are food insecure. We believe everyone deserves enough to eat, so they can lead a full and healthy life. Each member of our team is proud of his or her work because we know collectively we are making a real impact. We are committed to embodying Ozarks Food Harvest's values and engaging in the worthwhile mission of Transforming Hunger into Hope.

The Member Services team oversees the partnership and programs division of Ozarks Food Harvest and serves as a liaison between partner agencies and The Food Bank. The Member Services team also provides ongoing training and support for partner agencies.

This position provides an individual the opportunity to join our team and experience engaging and meaningful work, while benefitting from competitive pay and full benefits. To view a behind-the-scenes video showcasing our work, visit ozarksfoodharvest.org.

Job Summary

The Child Nutrition Programs Coordinator is responsible for overseeing the administrative details of both CACFP and SFSP and serves as a connection between sponsored sites and The Food Bank.

CACFP -The [Child and Adult Care Food Program](#) provides funding for meals and snacks for eligible children and adults at child and adult day care centers, homes that provide child care services, after school programs and emergency shelters.

SFSP - The [Summer Food Service Program](#) provides funds for meals served to low-income school-age students and qualifying adults with disabilities during the summer when school is not in session. The meals are served by schools and community-based organizations at hundreds of locations throughout the state.

Job Responsibilities

- Submit necessary information to Department of Health and Senior Services [DHSS] for processing applications for both CACFP and SFSP.

- Monthly claim processing for both programs
- Conduct training for sponsored sites on an annual basis
- Track statistics for various reports, grants, projects, etc.
- Conduct site visits following the CACFP and SFSP schedule
- Attend webinars/training for child feeding programs to stay current on program trends, regulation changes, etc., when necessary
- Willingness to complete a ServSafe Certification course [Instructor level] in order to teach member agencies about food safety

Skills & Qualifications

- Bachelor's degree preferred
- Ability to work independently
- Strong customer service skills
- Be well-organized, with attention to detail, good record keeping and excellent time management skills
- Experience in providing outreach and direct services
- Experience with federal child nutrition programs, a plus
- Strong organizational skills with high level of proficiency in MS Office applications
- A high level of verbal, written communication and presentation skills
- A current MO driver's license, liability insurance and a clean driving record
- Must pass a drug screen and background check
- Show compassion and support for hunger issues
- Commitment to Ozarks Food Harvest's mission to *Transform Hunger into Hope*

To Apply

Please email a resume and cover letter to: ofhjobs@ozarksfoodharvest.org