

# UMOS

*Building Better Futures*

## **USDA CACFP Program Manager**

**JOB CODE: HS002**

**Schedule: Full Time On-Site**

**Work Status: Regular**

**Salary: Starting at \$49,275.20 based on experience-Exempt position**

**Location: This is a shared position between Wisconsin, Missouri and Arkansas, there will be significant travel both within and out of each state.**

### **We Invite You to Join UAMOS' Diverse & Dedicated Team**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UAMOS' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UAMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

### **Benefits**

To support its team members, UAMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UAMOS annually contributes at least 3% of employees' eligible compensation

### **Advancement**

In addition, UAMOS offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

### **Diversity & Equal Opportunity**

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UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

**Are you looking to make a difference? Would you like to work for a company that helps people in our communities? We have an outstanding opportunity available!**

In this role, you would be responsible for planning, developing, and coordinating a comprehensive Nutrition Program following Child and Adult Care Food Program (CACFP) guidelines. This position ensures nutrition services are provided in accordance with State and Federal guidelines and is responsible the development and implementation of a tracking and record keeping of nutrition and food services that includes meal orders, meal deliveries/received, invoices, meal claiming and monitoring in accordance with UMOs policy and procedures and CACFP guidelines.

### **Primary Responsibilities:**

1. Responsible for the development and implementation of Nutrition Program as outlined in the Head Start Performance Standards.
2. Responsible to develop and implement annual work plans, training calendars and technical assistance as needed for the implementation of CACFP/SFSP training for staff, parents, and volunteers.
3. Responsible for the development and management of the Regional Nutrition budget and provide guidance and direction to center personnel in the procurement/purchase of related nutrition supplies and equipment.
4. Provides guidance and direction on UMOs Nutrition Policies and Procedures to the Regional Nutrition Consultant in the areas of “special diets”, menu changes, nutritional assessment, and community collaboration projects.
5. Responsible to develop and revise children’s menus and the food program’s bid specifications and meet all the CACFP/SFSP mandated requirements that include the revision and submission of the Application for the multi-center child-based operation.
6. Responsible for review and processing of regional program data in CACFP/SFSP and submit required reports by the 10th of each month.
7. Is responsible in resolving Regional Food vendor and/or supply issues and/or concerns as those arise.
8. Provides relevant Nutrition training to center staff in the areas of responsibilities, additionally provides training and coaching for staff and teachers on food handling and sanitation, as well as providing parent orientation and training on nutrition and food safety.

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9. Serves as the CACFP resource for teachers, home visitors and family services staff.
10. Is responsible in coordinating the Regional CACFP/SFSP application and revision process, ensure compliance with CACFP/SFSP procurement procedures, training of staff and all other relevant duties necessary to validate, monitor, compile information for the submittal on the monthly basis and archive for a compliance period of not less than three years all information for the CACFP/SFSP.
11. Is Responsible to coordinate and participate in Regional CACFP Audits and if issues arise develop Action Plans that will effectively address issues/concerns.
12. Is responsible for development and planning of systematic record keeping approach that is in compliance with CACFP/SFSP requirements, including utilizing automated files both in the Center and Regional offices that includes the monitoring and review of center attendance reports, comparisons, record validation for food meal counts consistency and accuracy.
13. Responsible to monitor and ensure that all CACFP/SFSP eligibility intake forms for program participants are done correctly and that training and technical assistance is provided to relevant program staff.
14. Is Responsible for the submittal of timely reimbursement claims to the appropriate state entity by the by the 15th of the preceding month and include documentation that support claims are archived and filed accordingly

### **Qualifications:**

1. Bachelor's degree in one of the following fields such as Science in Public Health Administration, Nutrition Science, Health Management, Nursing and Social Work or related field.
2. Able to demonstrate through experience and/or training, the ability to perform independently, work with people effectively, maintain confidential and sensitive information and have knowledge of office practice and procedures.
3. Must possess good organizational and Computer skills, have the ability to develop charts, tracking systems and have a valid driver's license, adequate vehicle insurance/ reliable transportation.
4. Willing to travel and work irregular hours.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*