



Mi'kmaq Nation POSITION DESCRIPTION

TITLE: CACFP Coordinator

CLASSIFICATION: Hourly/8 hours per week/Part-Time/Subject to funding 46 week program year

IMMEDIATE SUPERVISOR: Director of Head Start/Director of Boys and Girls Club/At- Risk

NOTE: The following includes data on essential functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. This description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume %e responsibilities as described herein. Some aspects of this portion may change over time, according to the Tribe's needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: The CACFP Coordinator will oversee all components of the U.S. Department of Agriculture/US. Department of Health and Human Services guidelines for the CACFP grant.

EDUCATION (OR EQUIVALENT EXPERIENCE): High School Diploma or GED required.

LICENSES OR CERTIFICATIONS: Valid driver's license. Current CPR or First-Aid training or willingness to be trained. Successful completion of a full criminal history background check to include FBI fingerprint search.

EXPERIENCE: Two years of work experience in a professional capacity, Child and Adult Care Food Program knowledge and experience is preferred.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Ability to prepare menus for nutritious and balanced meals in large quantities according to CACFP guidelines and regulations. Ability to relate to 3-5 year old children. Ability to work well with people and a sensitivity to the needs of children and families. Computer skills and knowledge of Windows, Excel, Word, and the internet at an intermediate or advanced level.

WORKING CONDITIONS: While performing Ge duties of this job, the employee is regularly required to sit, lift, stoop, and climb; talk or hear both in person and on the phone; lift children between the ages of 3-5 years. Employee will be required to climb stairs or stand for an extended period. This position may require some heavy lifting.

FUNCTIONSNASKS:

- Supervise food service personnel to ensure that CACFP guidelines and procedures are being followed.
- Plan menus according to CACFP guidelines.
- Oversee the ordering/purchasing of food and related supplies for each Center, to include giving budgetary guidelines to the programs for allowable expenses based upon the previous mom's reconciliation.
- Collect program enrollment applications, Meal Benefit Forms, and food allergy information for each

child annually.

- Certify eligibility applications.
- Maintain eligibility rosters.
- Prepare and submit the annual CACFP grant by the submission deadline.
- File all CACFP reports, paper work, and required grant information/documents by the deadlines set forth by the CACFP grantor.
- Collect monthly CACFP meal counts and programmatic information from all CACFP programs within ABM by the 5th of each month.
- Submit monthly CACFP claims for reimbursement by the 10th of each month using the CMP web portal.
- Provide monthly CACFP claim information, with detailed breakdown amounts for grocery account charges, meal counts and allowances, and reimbursable funds to the Directors of each program within ABM that utilize CACFP funding, as well as the Accounts Receivable Department within ABM Finance, by the 15th of each month.
- Receive, document, and reconcile each monthly reimbursement claim for ABM, to include obtaining the check, reconciling the amounts for all programs, making a copy of the check, and providing the check to the Finance Department for deposit.
- Track and confirm that all CACFP reimbursement checks are being deposited in to the correct account using the funding system program for ABM.
- Reconcile Ge CACFP Grant account by the 20th of each month to ensure that the wages and fringe benefits are accurate and charged appropriately for the CACFP Coordinator.
- Assist in the development and implementation of staff training sessions.
- Attend agency-wide Raining meetings twice a year.
- Observe all rules and policies as stated in the ABM/LFHS Professional Manual.
- Participate in all required CACFP training, workshops, conferences, etc.
- Oversee the menu review and monitoring process, including corrective actions and serious deficiency. Distribute review list and maintains review database.
- Monitor each CACFP site 3 times per year (Oct-Sept) and complete 5-day reconciliation.
- Complete center compliance reviews.
- Prepare and submit an end of the year report that summarizes the revenue and expenses related to the CACFP programs by Ge 31st of October each year.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibility and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. "Ability" means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant to health and safety of themselves or others.

If you are interested in applying for this position, you must submit a completed job application.

A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: December 19, 2024

Please send the completed Job Application, Resume and Cover Letter to the following address or email:

Human Resource
Mi'kmaq Nation
7 Northern Road Presque Isle, Me. 04769
bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.