

## Position description

# CACFP Program Monitor

## Job details

At KidCare Nutrition Sponsor, ensuring our child care providers are successful in participating in the USDA's Child and Adult Care Food Program (CACFP) is one of our top priorities. We're looking for a dedicated and personable individual to work with child care providers and act as the link between these providers and KidCare Nutrition Sponsor. The ideal candidate will have a passion for helping others and have had previous experience working in the child care field. Applicants must have the ability to manage time, work independently, be willing to travel throughout the counties in north-eastern Colorado, and also be able to follow and enforce program policy.

## Reporting to: Director

This position is part-time, with the amount of time spent as a Program Monitor being directly related to the number of homes assigned to the caseload. (Estimate of 60 to 100 hours per month)

## About the company

KidCare Nutrition Sponsor, a non-profit organization, is organized for the purpose of working with in-home child care providers through education and monitoring as they meet the established USDA Child and Adult Care Food Program guidelines for reimbursement. We support providers in the serving of nutritious meals that build a basic foundation of healthy lifetime eating habits for the children in their care.

## Roles and responsibilities

Program Monitor Duties:

- Promotes CACFP by recruiting potential program participants
- Ensures providers have knowledge of program requirements in order to be successful
- Manages the assigned caseload
- Reviews performance of providers at on-site monitoring visits to ensure records are current and that foods are prepared and served following food safety guidelines and quality standards
- Provides training on CACFP policies and procedures and the program's nutritional requirements: in-person, through written documentation, or by phone
- Maintains contact with caseload by checking messages and returning calls, texts, and emails on a daily basis
- Keeps in regular contact with Director/Office

## Compensation guide (Part-time)

- Pay range varies depending upon assigned caseload (Estimate of \$17,000 to \$26,000 annually)
- Employer-paid premium of Colorado's FAMILI Program
- After 3 years of continual employment, 3.7% employer match of gross pay paid into retirement account
- Monthly expense reimbursement for postage and mileage (currently set at \$0.67 per mile)

## Further details and to apply:

KidCare Nutrition Sponsor is an equal opportunity provider.

Please submit resume to: [kidcarenutrition@yahoo.com](mailto:kidcarenutrition@yahoo.com)

Deadline for resume submission is 4/19/24.

KidCare Nutrition Sponsor  
Laura McCabe, Director  
970/351-8779