

**Upper Cumberland Human Resource Agency**  
**Job Description**

**Child and Adult Care Food Program (CACFP) Monitor**

**Classification:** Non-Exempt  
**Department:** Community Services  
**Reports to:** Child and Adult Care Food Program (CACFP) Manager  
**Salary Grade:** \$15.00 per hour, 25-30 hrs/mo. (*Salary maybe less than minimum amount listed dependent upon financial restraints of the agency.*)

**Job Group:**  
**Census Code:**  
**2010 SOC Code:**  
**Employment:** At Will

**POSITION SUMMARY**

This Position is responsible for: Monitoring caseloads of daycare homes. Completes home reviews. Trains providers in their counties at initial sign-up. Conducts follow up reviews as needed. Makes household contacts when necessary.

The CACFP monitor provides the link between the child care provider and the organization. Duties are varied and require extensive program knowledge and considerable judgement. Decisions are made that will affect a child care providers ability to participate, how much reimbursement he/she receives, and compliance with program regulations and requirements.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Provides ongoing evaluation of provider training needs
- Implements training and documents the training needs
- Provides ongoing technical assistance
- Adapts training to individual needs of provider based on educations levels and learning style
- Ensures providers have knowledge of programs requirements in order to be successful
- Provides on-site initial training
- Prepares for the on-site visit by checking records of claiming patterns and problems identified at previous visits
- Follows sponsoring organizations review schedule and ensures all reviews are done in compliance with state and federal guidelines and UCHRA policy and documents accordingly
  - Meal types and times
  - Meal components
  - Meal counts
  - Menu review and paperwork documentation
  - 5 day reconciliation
  - Enrollment verification
  - Tiering review of free and reduced price apps
- Ensures foods are prepared and served following food safety guidelines and quality standards
- Provides menu suggestions to encourage variety in foods and preparation methods that are consistent with healthy practices
- Provides resource materials for menus, recipes, and meal planning
- Reviews and documents the content of the entire review. Corrective action if identified is documented and follow-up action is planned.
- Documents memo concerns for CACFP file/MM and in consultant notebook for follow-up
- Additional Duties as assigned by the CACFP Manager

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### **SKILLS/QUALIFICATIONS**

- Knowledge of program requirements
  - Federal regulations
  - State agency policy
  - UCHRA policy and procedures
- Knowledge of basic nutrition for children and meal patterns
- Ability to analyze and determine necessary corrective action if needed
- Ability to communicate verbally and in writing, individually and in group meetings
- Ability to track training needs and outcomes of training
- Knows observation techniques that identify potential problems associated with food and nutrition
- Knows procedures for conducting cross checks for verification of attendance and meal count
- Knows the importance of documenting results of onsite reviews especially when problems are identified
- Knows CACFP meal component requirements and menu modification for special needs
- Understands basic food safety requirements
- Requires high school diploma or GED equivalent
- Personal vehicle with liability insurance
- Computer with printer and internet access
- Miscellaneous administrative duties
- Ensuring records are maintained properly
- Running necessary reports from Minute Menu
- Checking messages and returning phone calls and emails
- Working with supervisor to seek clarification when needed

### **ESSENTIAL FUNCTIONS**

- Sitting
- Standing
- Work in office environment
- Seeing
- Hearing
- Lifting (up to 25 pounds)
- Stooping
- Climbing
- Walking
- Speaking
- Ability to concentrate
- Work without direct daily supervision
- Operate a motor vehicle

### **Americans with Disability Specifications**

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs;

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balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate.

**General Sign Off:**

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_