



Main Office  
405 N. Elm Street, Lumberton, NC 28358  
910.277.3500 [scapnc.org](http://scapnc.org)

## JOB DESCRIPTION

**Title:** Nutrition/CACFP Technician

**Status:** Non – Exempt

**Terms:** Permanent Full Time

**Department / Location:** HS Administration / Lumberton, NC

**Reports To:** Child Development Health Service Administrator

**Job Summary:** To provide nutrition related services to children, families, and staff through training and orientations; to assist with food prep compliance, menu and nutrition planning, and CACFP record accuracy.

**Essential Responsibilities:**

- Input component data into ChildPlus system and generate reports as needed.
- Cooperatively establishes goals and objectives, standards, procedures, and activities to implement the Nutrition Component.
- Coordinate pre-service and in-services training in nutrition and CACFP.
- Establishes lines of communication with other funding sources.
- Negotiate contracts with Local and State Agencies.
- Assist with planning cycle menus, with the assistance and approval of Nutrition Consultant to meet the USDA guidelines.
- Monitors medical folders, assesses enrollee's nutritional needs, and provides counseling as needed with the assistance of Nutrition Consultant.

- Prepares the Bid Proposal for the food, paper products and cleaning supplies and submit to the Purchasing Officer.
- Audit centers as needed to assure compliance with CACFP requirement.
- Ensures an accurate and comprehensive record keeping system for CACFP (Child and Adult Care Food Program).
- Process milk bids and monthly food orders. Review the completed CACFP Milk Reconciliation Forms monthly.
- Conduct Head Start Center monitoring review of records, cleanliness of kitchen, equipment, menus and food preparation.
- Collects Child and Adult Care food (CACFP) information. Complete CACFP renewal packet and updates this information as needed. Complete the reimbursement monthly report and verify completed Participant and Eligibility application monthly.

**Education Requirements:**

- Associate's Degree in Nutrition or related area OR 3 – 5 years of experience.
- Non – Profit experience.
- CACFP and/or Nutrition (1 - 3 years of experience)

**Equal Opportunity Employer**