



## ***Youth Meal Services Program Manager***

### ***Position Overview:***

Kitchens for Good in partnership with Heavens Windows is looking for a Youth Meal Services Program Manager to manage and oversee the growth of their youth meal program. The program provides nutritious suppers to at risk youth through the Child and Adult Care Food Program (CACFP), a USDA nutrition assistance program. The position will manage and supervise an expansion of the CACFP program by selecting and onboarding new after school sites, ensuring all monitoring requirements and protocols are met. The position will keep organized records of meal counts and students served, and submit paperwork to the Department of Education for reimbursement.

This position will spend 75% of the time working at Heaven's Windows, and 25% of the time working at Kitchens for Good.

### ***About Kitchens for Good and Heavens Windows:***

Kitchens for Good is a social enterprise non-profit that break the cycles of food waste, poverty and hunger through innovative programs in workforce training, healthy food production, and social enterprise. Kitchens for Good operates community kitchens that provide culinary job training for the unemployed, while simultaneously transforming cosmetically imperfect produce into nutritious meals for the hungry. In addition to tackling issues of food waste, hunger and unemployment, Kitchens for Good operates a catering enterprise that creates livable job training opportunities for culinary students, and generates profits to reinvest into social programs.

As part of this project Kitchens for Good will be oversee the expansion plan through grant management and oversight, and serve as the vendor of meals by designing menus and doing daily meal production.

Heaven's Windows is a non-profit based in Spring Valley that strives to bring resources to families, single adults and youth for successful lives. Heaven's Windows is a sponsor of the CACFP and SFSP program for the past 7 years, serving over 85,560 meals to at risk youth at 23 sites in fiscal year 2016/17. Heaven's Windows is experienced at soliciting, training, supervising and providing resources to eligible meal sites.

As part of this project proposal Heavens Windows will serve as the CACFP and SFSP sponsor, and manage the transportation, coordination with sites, paperwork, and reimbursement with the State.

### ***Responsibilities:***

- Provide overall management and supervise the CACFP expansion
- Conduct outreach to new afterschool sites and assess sites for program alignment and capacity
- Assist in the onboarding process of new sites
- Submit applications/agreements to State agency
- Correspond with State agency
- Coordinate with other agencies and conduct outreach efforts
- Hire, train, and supervise drivers and cooks
- Arrange for food preparation or delivery
- Ensure that all monitoring requirements are met

- Adjust meal orders
- Submit reimbursement vouchers to Department of Education
- Ensure civil rights compliance of all sites
- Coordinate and delegate outreach responsibilities
- Ensure all program documents are maintained for 3 years plus the current year
- Ensure site information with the State agency is current and reflects the operation of each site including change in meal service types, meal service times, and the average number of children served (for meal cap)
- Ensure site supervisors know how meals will be provided (vended or self-prep delivered) and the menu
- Annually attend State agency training
- Attend monthly youth meals task force meeting and share best practices and challenges
- Assist in conducting quarterly evaluation surveys at sites

## **Qualifications**

- Bachelor's Degree
- 1 - 3 years of Non-profit or admin experience
- 1 year of management experience
- Proficiency in Microsoft office suite
- Excellent people and communication skills

***Salary: \$40,000-\$45,000 Dependent on Experience***

***Reports to:*** Senior Director and Executive Director

***Part Time or Full Time:*** Full Time

***Hours:*** Monday-Friday in office

***Start Date:*** January 3rd, 2017

## ***How to Apply:***

Please email your resume and cover letter to [aviva@kitchensforgood.org](mailto:aviva@kitchensforgood.org)