

COMMUNITY ACTION PLANNING COUNCIL
JOB POSTING
(In-House and Out-of-House)

JOB TITLE	CACFP Manager
PROGRAM/DEPARTMENT	Jefferson-Lewis Childcare Project
JOB LOCATION	518 Davidson Street – Watertown NY
POSITION GRADE	4
WORK HOURS PER WEEK	30
PAY RATE	\$12.83 per hour plus Benefits Package
EMPLOYMENT STATUS	Full-time Regular Non-Exempt

JOB SUMMARY: The CACFP Manager is responsible for the implementation of the Child and Adult Care Food Program. The Manager will be responsible to conduct activities for NYS Registered Family Day Care, Licensed Group Family Day Care and informal providers in Jefferson, Lewis and St. Lawrence Counties. The activities include, but are not limited to, conducting monitor visits, assisting with claims, presenting annual training, and maintaining database for the CACFP program.

EDUCATION: Associates Degree in Early Childhood, Human Services, or Business Administration.

CERTIFICATES AND/OR LICENSES: Valid Driver’s License required.

WORK EXPERIENCE: One year of work experience in field. Supervisory experience desired.

SKILLS OR OTHER ESSENTIAL REQUIREMENTS FOR THIS POSITION: Above average computer skills, maintain accurate and complete records, demonstrate knowledge of and adherence to NYS child care regulations and CACFP requirements, strong organizational and time management skills.

WORK ENVIRONMENT: Office environment and extensive driving required in Jefferson, Lewis, and St. Lawrence Counties to complete home visits.

EMPLOYMENT STANDARDS: Professional and respectful behavior in working with families, work as part of a team, able to complete tasks independently, maintain a professional appearance in manner and attire when dealing with co-workers, clients and the general public.

EQUIPMENT USED: Computer, telephone, copier, fax, printer, shredder.

PHYSICAL REQUIREMENTS: Sitting, driving, computer use for documentation and research, lifting and carrying may be required periodically.

TO APPLY, submit completed CAPC employment application form, updated resume and transcripts to Community Action Planning Council, 518 Davidson Street, Watertown NY 13601, Fax 315-785-0892, or email hr@capcjc.org. Application form available at www.capcjc.org. Applications will be accepted until position filled.

EOE

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