



Rochester Childfirst Network

SERVING CHILDREN SINCE 1857

## Job Description

**Job Title:** FCC Sponsor Monitor

**Reports to:** Director of FCC/CACFP

**FLSA Status:** Non-Exempt

**Summary:** RCN is a sponsoring organization providing oversight of Family Daycare Home providers participating in the Child and Adult Care Food Program (CACFP) in the areas of program accountability and nutrition integrity. The Family Child Care Sponsor Monitor serves as the link between RCN and the FDCH provider to assure that the provider operates within the guidelines of the CACFP, a federally funded child nutrition assistance program designed to provide healthful meals and snacks to children and adults receiving day care by performing the following duties:

**Duties and Responsibilities** include the following, but are not limited to.

1. Provides on-site initial and in home training.\*
  - a. CACFP policies and procedures
  - b. Nutritional requirements
2. Conducts orientation and training on all aspects of CACFP participation including policies and procedures of the sponsoring organization. Assist in the development, evaluation of provider training needs and implementation of CACFP training, adapting training to individual needs of providers as needed.\*
3. Provide ongoing technical assistance to providers.\*
4. Reviews performance of providers and ensures they have knowledge of program requirements in order to be successful.\*
5. Maintain accurately all current data, document on site, CIPS and Minute Menu, input data into multiple databases in a timely manner.\*
6. Review monthly claims and compare records to meal monitor visits.\*
7. Conduct Quarterly Webcast Training.
8. Documentation of all training and technical assistance in CACFP file.
9. Attend trainings and meetings to promote personal and professional development.
10. Prepares for the on-site visit by checking records of claiming patterns and problems identified at previous visits. \*

11. Follows sponsoring organizations review schedule and ensures all reviews are done in compliance with State and Federal time frames.\*
12. Reviews performance of providers at on site reviews by monitoring monthly menus. \*
13. Completes all aspects of the on-site review in accordance with Federal guidelines and State and CNP Policy and documents accordingly. \*
14. Maintains a schedule for core work related to menu, attendance review, processing of documents, and meal monitor visits. \*
  - a. Meal types and times
  - b. Meal components, providing resource materials for menus, recipes, and meal planning
  - c. Meal Counts
  - d. Menu Review and provide menu suggestions to encourage variety in foods and preparation methods that are consistent with healthy practices.
15. Ensures foods are prepared and served following food safety guidelines and quality standards. \*
16. Menu concerns are documented in CACFP file/Minute Menu, and in consultant notebook for follow-up.
17. Reviews and documents the content of the entire review. Corrective action if identified is documented and follow up action is planned.
18. Enrollment verification.
19. Tiering review.
20. Serve as a liaison between the sponsoring organization and the home daycare providers
21. Follows a system for maintaining and reporting all monitoring and activities.
22. Implements procedures needed to verify that FDCH providers meet all federal, state and local requirements for participation in the CACFP
23. Maintains a schedule for processing, monitoring, documentation and systems updates.
24. Ensuring records are maintained properly.
25. Running necessary reports from various systems(CIPs)
26. Checking messages and returning phone calls and emails daily.
27. General caseload management.
28. Assist in the recruitment of new providers.\*
29. Working with supervisor to seek clarification when needed

**Supervisory Responsibilities:**

This position does not supervise other staff.

**Qualifications:**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual must have knowledge of Microsoft Word, Excel, Outlook, and Internet. Database software knowledge preferred: CIPS & Minute Menu.

**Education/Experience:**

AS/AA Degree plus 1-2 years' experience or High School Diploma plus two years of customer service/office experience and or knowledge of CACFP program.

**Knowledge, Skills, and Other Abilities:**

- Training Coaching
- Time Management
- Efficient Record Keeping
- Detail Oriented
- Organized
- Professionalism
- Spanish a plus, not required.
- Customer Service
- Planning skills
- Interpersonal skills

**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 regularly required to stand, walk, sit, use hands, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close and distant vision.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.