



Position: Quality Assurance Manager – CACFP Program
Program/Department: Child and Adult Care Food Program
Reports to: Early Childhood and Family Services Division Director
Hours: Full Time

Position Summary:

Manage and oversee Brooklyn Community Services Child and Adult Care Food Programs (CACFP). CACFP is a federally funded food service program that provides over 1000 meals daily to BCS clients. Our food program serves over 70 Family Day Care Sites and 6 BCS sites including Child Care and Adult Rehabilitation programs. The Manager will provide quality assurance and compliance monitoring for all sites, in an effort to prevent food waste and ensure fraud prevention. The manager will oversee claim processing, manage database systems, process new agreements and communicate with the funder when necessary.

Responsibilities:

- Manage agency-wide CACFP system and budget
- Ensure compliance with all funder and BCS regulations
- Train providers of BCS CACFP on policies, procedures and nutritional requirements
- Track providers' service delivery and compliance
- Conduct Tri-annual monitoring reviews at all BCS CACFP providers as directed by funder
- Conduct frequent audits of providers' funding claims and eligibility documents
- Collect data, maintain and update database of CACFP required documentation
- Enhance and implement enrollment and income eligibility process for all sites
- Ensure menus at all sites are in compliance
- Design and implement corrective action plans as needed
- Participate in agency wide groups and meetings as required
- Other tasks as may be required.

Qualifications:

Qualifications Required:

- Bachelor's Degree in Business, Bookkeeping, Accounting or other similar field
- Strong written and oral communication skills
- Criminal, Neglect and Abuse and Medical background clearance
- Proficiency in Excel
- Strong organizational, analytical, problem solving and relationship building skills
- Must be able to travel

Qualifications Preferred:

- Bilingual in English/Spanish

Contact:

Email Resume and Cover Letter to:
Emily Rios, Division Director
erios@wearebcs.org