

JOB POSTING

Food for Kids Coordinator (Full-Time)

Mission

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

Summary

Provides coordination for the Child and Adult Care Feeding Program (CACFP) during the school year, assists with the Summer Food Service Program (SFSP) during the summer and works with other Food for Kids programs as directed.

Responsibilities

- 1) Manage existing sites and work to bring new sites on board as appropriate
- 2) Maintain regular communication with Texas Department of Agriculture (TDA), CACFP and SFSP site coordinators and food vendor(s)
- 3) Provide training for new CACFP and SFSP site coordinators and for coordinators at existing sites on an as-needed basis
- 4) Maintain accurate and complete program records and submit monthly claims and other reports in a timely manner
- 5) Work with other members of the Programs team to expand reach/services and to develop and implement identified solutions to fill gaps in service
- 6) Conduct site visits for Food for Kids sites
- 7) Provide customer service for Food for Kids programs

Requirements

- **Education and Experience**
Bachelor's degree and 1 – 3 years of administrative experience;
Experience in auditing and enforcement of policy and procedure compliance
- **Technical Proficiencies**
Proficient knowledge of Microsoft Office
- **Communication Skills**
Ability to get along with diverse populations and provide good customer service;
ability to respond to inquiries and complaints in a tactful and helpful manner.
Bilingual (Spanish) is a plus

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing required.
Qualified applicants should submit their resume and cover letter to jobs@tafb.org