



Job Title: Full Time Nutrition Site Monitor- Child Care Food Program

Job Type: Full Time | Monday – Friday

Hourly Pay: \$22-24 DOE

Required: Bilingual Arabic-English

General Function

Responsible for monitoring childcare providers participating in CACFP to ensure compliance with program regulations, meal pattern requirements, and accurate recordkeeping. Conducts site visits, reviews documentation, observes meal services, and provides training and technical assistance to support provider success.

Essential Functions

- Recruit, inspect, and enroll prospective childcare home providers into the Child Care Food Program (CACFP) in accordance with program eligibility requirements.
- Provide initial orientation and ongoing education to enrolled child care home providers regarding CACFP regulations, meal pattern requirements, recordkeeping, and program policies.
- Conduct scheduled and unannounced monitoring visits to child care homes to ensure compliance with state, federal, and program standards, including meal service observation and documentation review.
- Offer continuous technical assistance, customer support, and nutrition education to child care home providers and families to promote program success and regulatory compliance.
- Maintain complete, accurate, and up-to-date provider files, ensuring all enrollment, licensing, and compliance documentation meets state and federal requirements.
- Manage an assigned caseload of 80 minimum, 150 maximum childcare home providers by maintaining regular contact, completing required monitoring visits, and supporting provider retention and compliance.
- Review, verify, and process monthly menus, attendance records, and meal claims for accuracy, completeness, and compliance with CACFP guidelines.
- Document monitoring findings, corrective actions, provider communications, and case updates in a timely and accurate manner.
- Collaborate with team members to develop and deliver provider trainings, educational materials, and program improvement initiatives.
- Assist in improving program procedures, forms, and operational systems to enhance efficiency, compliance, and provider support.



The Chicano Federation

- Represent the organization professionally at community outreach events, recruitment activities, provider meetings, and assigned public functions.
- Perform additional duties and responsibilities as assigned to support program operations and organizational goals.

Education

An associate's degree or equivalent with emphasis in Child Development, nutrition, or health preferred but not required. Bilingual (Arabic/English) speaking and writing skills required.

Experience

Multilingual or bilingual is required, with strong customer service, communication, and organizational skills. Knowledge in administrative support, community outreach, compliance, or working with child care providers and diverse communities. Preferred experience includes knowledge of USDA child care nutrition guidelines, CACFP regulations, or related child nutrition programs.

Operating Responsibility

Must be able to interact with agency employees at all levels in a personal and professional manner. Excellent communication skills required to represent the organization in a professional manner. Requires interpersonal skills in meeting with parents, providers and center site supervisors to assess training needs. Must be able to work well with diverse ethnic groups. Requires analytical ability in responding to monthly inspections of family day care homes in regard to compliance with project standards. Must have knowledge of community needs/resources. Must be self-motivated and be able to work independently. Must be aware of Child Abuse Reporting Laws. Failure to be aware of operator neglect, abuse of children, and/or an unhealthy environment could present litigation against the agency, loss of funding, and present negative public relations. Possess the ability to present a positive attitude at all times.

Contacts

Has contact with all levels of agency employees as well as external childcare home operators, parents, centers, and child care professionals

Working Conditions

Works in an office environment with regular field work required. Travel is necessary to conduct child care home visits, as well as to attend meetings, trainings, and community or network events. May be required to work occasional evenings or weekends to meet program and provider needs. Must possess a valid driver's license, reliable vehicle, and current automobile insurance.

Acknowledgement

The Chicano Federation of San Diego County is an Equal Opportunity Employer. We encourage applications from all individuals, regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, political affiliation, or any other protected class, belief, or characteristic.