

**LOS ANGELES REGIONAL FOOD BANK
JOB AD**

POSITION: Child and Nutrition Programs Manager
SUPERVISOR: Programs Director
STATUS: Exempt



Company

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. The Food Bank serves more than 300,000 clients on a monthly basis and, in 2018, distributed 67 million pounds of food. Los Angeles Regional Food Bank employees are hired based not only because of their skills, but also because of their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles County. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all employees.

Essential Functions

This role is responsible for overseeing the Child and Nutrition Programs department. The department consists of several programs: Child and Adult Care Food Program, Summer Foods Service Program, Backpack Program and Produce Distribution Programs. The manager will oversee the daily operation of the department in compliance with Nutritional guidelines, CDE, USDA, Food Bank policies, grant requirements, rules, regulations and guidelines. The manager will be responsible for the supervision of a staff made up of employees, volunteers and/or temporary staff.

The successful candidate will be a strong manager, skilled communicator, highly adaptable, empathetic and a good project manager with relationship building skills.

What you'll do

- **Program Management:** Efficient management of the day to day functions of the Child and Nutrition programs. Leads and coaches team, inspiring high levels of performance, commitment and results. Complies with mandated nutritional and dietary requirements of the National After School Meal Program (CACFP) and Summer Lunch (SFSP) including CN labels, Product Formulation Statements and standardized recipes. Coordinates nutrition education for youth, working families and seniors by working with the Programs Director, Marketing & Communications and others to determine appropriate nutrition topics: develop curriculum, outreach materials and facilitation of nutrition education classes. Deliver satisfied client relationships that result in awareness, references and expanded networks; monitor the success of each site and manage client relationships, using creative and innovative solution strategies
- **Communicate:** Works closely with Operations, Product Acquisitions and other teams to ensure best practice modeling and coordination of efforts focusing on high quality and exemplary service.

Communicates with School Administrators, staff, parents and others for the purpose of providing information and/or direction regarding Child and Nutrition Programs. Confers with the Director regarding department needs, such as: program process, implementation, vendor analysis, food analysis, nutrition, etc. Establishes and works with other teams to oversee a robust system for the procurement and distribution of food and non-food supplies. Build and maintain a professional network; promote Food Bank programs and services to potential community and civic partners. Partner with internal cross-functional teams to ensure customer goals and performance metrics are met. Responds to nutrition information requests by Food Bank agencies, departments, distribution sites. Maintain relationships with CA Dept of Education, USDA, Feeding America, Food Banks, Associations, etc.

- **Administration:** Establishes procedures for developing, implementing and evaluating objectives and key results for the department and staff. Administers and directs the implementation of Child and Nutrition Programs in compliance with federal, state, and local regulations. Completes annual California Department of Education application packets for CACFP and SFSP on the CNIPs website. Maintains accurate records on all programs for their efficient, ongoing operation and funding reporting requirements, ensuring all programs are audit-ready. Oversee and train staff, works to develop service-first goals for individual staff and team, serving as leader and coach to enhance and build innovative approaches to work. Monitor budget allocations and expenditures, making recommendations for adding or holding on purchases and expenditures. Assist with grant writing and program expansion efforts. Stay informed of industry news, innovations, trends and best practices

Qualifications

- Bachelor's degree, preferably in Nutrition Education, social work, or human services, or, five (5) years equivalent experience in a leadership role, preferably in a non-profit organization.
- Strong management, leadership, interpersonal and organizational skills.
- Strong knowledge in working with diverse populations and disadvantaged children and/or youth.
- Excellent organizational, analytical, written, oral and interpersonal communication, and presentation skills.
- Ability to work effectively with other employees, community partners, and program stakeholders while demonstrating integrity, respect, confidentiality, and collaboration.
- Highly adaptable, flexible and attentive to details.
- Tactful, empathetic and able to maintain confidentiality.
- Good project management skills including the ability to manage tasks and accomplish goals in expeditious manner.
- Proficiency with Google Drive, Microsoft Excel, and Word required.
- Bilingual Spanish desired.
- Valid driver's license, safe driving record, current vehicle insurance and ability to use personal vehicle for LARFB business.
- Must pass a criminal background check (Megan's Law clearance)
- Passion for the advancement of the organization's mission.

Benefits

We offer a comprehensive benefits package:

- Medical, dental, vision and flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability.
- 403(b) retirement savings plan.
- Employee Assistance Program.
- Vacation: Two weeks for the first three years.
- Sick Time: Nine days per year.

To Apply

Please submit a resume with cover letter and salary requirements directly to jobs@lafoodbank.org.

As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."