Career Development Center
New York Early Childhood Professional Development Institute

Food Program Specialist

Child Care Council of Nassau

Garden City, NY

Other | Full-time | Hybrid | $21.43 - $21.43 an hour*

* ($39,000 a year when annualized)

Posted on May 19, 2025

Organization Statement

Child Care Council of Nassau (CCCN) is dedicated to empowering families with the guidance and resources needed to find high-quality childcare services, fostering the growth of innovative early childhood education in homes, centers, and schools, and supporting individuals on their journey to professional development and entrepreneurship in this vital field.

Job Description

Child Care Council of Nassau is the daycare homes sponsor for over 300 home-based day care programs. The Child and Adult Care Food Program (CACFP) Specialist (Bilingual/Spanish) will act as a field monitor for the Child and Adult Care Food Program (CACFP), a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers.

Responsibilities

- Maintain a comprehensive understanding of USDA, NYS Department of Health CACFP regulations, OCFS regulations, and related software programs, including Minute Menu and CIPS.
- Conduct required visits to prospective and participating child care homes to monitor compliance with all applicable federal, state, and agency guidelines.
- Provide both on-site and remote technical assistance to providers, ensuring adherence to Council policies and procedures; follow up as necessary.

- Review and evaluate monthly provider menus and claim forms for regulatory compliance and accuracy.
- Accurately record, process, and enter provider data and documentation as required by the NYS Department of Health and the Child Care Council of Nassau
- Assist with the preparation and submission of monthly program reports and claims.
- Support the planning and delivery of required annual CACFP trainings; develop and maintain up-to-date training materials, handouts, and related educational resources.
- Participate in internal trainings and agency events, and attend relevant external meetings and conferences as assigned.
- Maintain a flexible work schedule to accommodate required site visits and provider needs.
- Perform additional duties as assigned by the supervisor.

Qualifications

- High school diploma or equivalent required; college coursework or degree preferred
- Experience in early childhood education or nutrition is strongly preferred
- Bilingual in English and Spanish (verbal and written)
- Proficient in computer applications, including data entry and document management
- Demonstrated ability to maintain confidentiality and handle sensitive information appropriately
- Collaborative team player with the ability to work effectively in a group setting
- Strong organizational skills with the ability to manage multiple tasks and deadlines
- Excellent interpersonal and communication skills; experience working with diverse populations
- Willingness and reliable means to travel locally throughout Nassau County
- Willingness to work occasional evenings and weekends as needed
- **Minimum Education Level:** Highschool Graduate or GED
- **Preferred Education Level:** Highschool Graduate or GED

Application Instructions

Apply here: https://wizehire.com/cmp/child-care-council-of-nassau-inc

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