



ASSOCIATION FOR CHILD DEVELOPMENT

Job Title:	Center Operations Asst	Position Type:	Full Time
Department/Group:	Monitoring	Job Status:	Non-Exempt
Location:	East Lansing MI	Expected Hours:	40 Per week
Reports to:	Center Operations Manager	Travel Required:	None
Level/Grade:	Non-Manager	Date last reviewed:	October 2024

Summary/Objective:

To work with the Executive Director, Center Manager, and other program managers to ensure compliance with all United States Department of Agriculture (USDA), Federal and Michigan Department of Education (MDE) regulations as they pertain to the Child and Adult Care Food Program (CACFP). Assist the Executive Director and other program managers with all tasks related to achieving compliance in monitoring child care centers enrolled in the CACFP under The Association for Child Development's (ACD) sponsorship. Responsible for a professional level of communication between the ACD office, Child Care Providers, and other external sources. Generates reports to confirm review status by monitor; responsible for administrative tasks related to state agency approval in regard to the enrollment of Child Care Providers into the CACFP. Supports Field Monitors and supplies necessary resources to ensure professional service to Child Care Providers and Center Directors under ACD sponsorship.

Essential Functions:

- Assists Center Operations in meeting CACFP requirements
- Compiles, prepares, reviews, and submits regulatory analysis of departmental compliance to the Executive Director and/or Center Manager
- Ensures compliance with all USDA, Federal and MDE regulations as they pertain to the CACFP
- Ensures that appropriate Standard Operating Procedures are current and in effect at the Association for Child Development (ACD) as they relate to CACFP compliance
- Monitors impact of changing regulations
- Monitors the completion of Center Review Requirements to ensure that all ACD, CACFP, and USDA compliance requirements are met
- Data entry in My Food Program of Receipts, Personnel Time & Attendance, Point of Service and other claim related data.
- Reviews all CACFP interactions pertaining to the internal protocols and procedures for ACD as submitted to the state agency in the sponsor permanent file
- Shipping items to staff and/or Providers
- Scanning and naming documents to appropriate digital files (maintaining digital files)
- Categorize Household Income Eligibility Application (HIEA) for children enrolled in sites
- Enter child enrollment forms and HIES for Centers in My Food Program
- Work on special projects for the Center Operations Manager in regard to the coordination of all filed related activities, confernces, and training
- Other duties assigned by the Center Operations Manager and/or Executive Director

Competencies:

- Adaptability
- Attention to detail and accuracy
- Communication skills – written and verbal
- Customer service orientation
- Data collection
- Initiative
- Interpersonal skills
- Listening skills
- Problem analysis and problem-solving
- Stress tolerance
- Time management skills

**Education and Experience:**

- High School Diploma or General Equivalency Diploma (GED) required, College degree in business administration, social services, nutrition, information systems, or a related field preferred
- Advanced level in Microsoft Office including: Word, Excel, Outlook and Access
- Minimum of four years of related experience in an organizational oversight and administrative management is preferred but may consider program management, research and development, and operations
- Experience working directly with regulatory authorities at state and federal levels

**Supervisory Responsibilities:**

- None

**Work Environment:**

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and printers, and there is moderate noise associated with the use of such equipment. The job requires the ability to sit at a computer terminal for an extended period of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. There may be opportunity to complete some of the duties remotely.

**Physical Demands:**

- While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift up to 10 pounds.

**Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Approved by:

Print:

Signature:

Date:

Accepted by:

Print:

Signature:

Date: