



Hawai'i Food Bank Job Description

Job Title: Keiki Programs Coordinator
Department: Programs
Reports to: Director of Keiki Nutrition
FLSA Status: Full-Time, Exempt
Last Review Date:
Approved By: President/CEO
Approved Date: 11/15/2023

POSITION SUMMARY

Hawai'i holds the second highest rate of child food insecurity in the nation, with an estimated one in four keiki struggling with hunger. Hawai'i Foodbank is committed to addressing child food insecurity, offering a variety of USDA feeding programs in partnership with the State of Hawai'i as well as privately funded programs. The Keiki Programs Coordinator will administer Hawai'i Foodbank's Food 4 Keiki Programs including Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), School Pantry Program, Feeding our Future, and any other keiki programs that will help end keiki hunger and food insecurity. The Coordinator will ensure all government rules and regulations are followed for child nutrition programs, and that meal and snack activities are properly tracked. The Coordinator will provide assistance and support to school sites and community partners.

This position requires that you work well with community partners, agency partners, volunteers, and staff. The Coordinator is involved with events and building relationships in the community, representing the Foodbank through internal and external activities and other projects, as assigned, which may include evenings and weekends. The Coordinator must demonstrate an active commitment to Hawai'i Foodbank mission in all aspects of daily work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serve as liaison between Hawai'i Foodbank, schools and other community partners. Cultivate relationships with school staff and community members. Troubleshoot issues with partners and develop solutions with positive outcomes.
- Review meal count and attendance records for CACFP and SFSP sites. Manage all meal-tracking data and provide support and oversight to partners to ensure they are properly tracking meal counts.
- Communicate with food and meal distribution partners to ensure they complete required paperwork, electronic records, and reports accurately and in a timely manner. Review partner paperwork and records to ensure accuracy.
- Prepare and submit reimbursement claims for CACFP and SFSP meals and snacks.
- Conduct monitoring visits at partner sites which include observing the meal delivery process, checking paperwork is complete and accurate, and ensuring food safety standards are met. Create and manage site visit tracking systems. Ensure corrective action is taken for sites found to be non-compliant.
- Develop and maintain record-keeping forms and processes to ensure effective program operation that complies with program regulations and requirements.



- Complete and submit monthly forms and reports accurately and in a timely manner.
- Follow a customer service driven philosophy that focuses on nutrition, value, and satisfaction. Ensure keiki programs are compliant with established meal patterns and nutritional guidelines.
- Create, schedule, and conduct training for site partners on topics including food insecurity, tracking of meals and food distributed, meal pattern requirements, reporting requirements, food safety, and Civil Rights.
- Work collaboratively with food and meal distribution partners to ensure the food needs of keiki and their families are being met. Coordinate with transportation and procurement teams regarding program distribution and operations.
- Work with the Director of Keiki Nutrition to develop and maintain an environment that supports healthy food habits while maintaining program integrity and customer satisfaction.
- Purchase food from retailers as needed. Assist with transportation of food to Food 4 Keiki distribution sites using Hawai'i Foodbank cargo van.
- Ensure that the highest standards of food safety protocols are maintained in all Food 4 Keiki programs.
- Seek opportunities to develop new program partnerships in underserved areas.

OTHER FUNCTIONS

- Provide warehouse tours and presentations on Hawai'i Foodbank and Food 4 Keiki programs, as needed.
- Comply with all federal, state, and company policies, procedures, and regulations.
- With team, present recommendations and assist in implementing quality initiatives.
- Provide support on any other duties as assigned.

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Working evenings, holidays, special events and project work and weekend hours as needed and/or assigned.

PHYSICAL DEMANDS:



Physical Demands	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
Pushing:		X		
Pulling:		X		
Lifting:		X		
Ground to Waist Height		X		
Waist to Chest Height		X		
Overhead Height		X		
Carrying		X		
Sitting:				X
Standing:			X	
Walking:			X	
Running:		X		
Stair Climbing:		X		
Bending:		X		
Crawling:		X		
Squatting:		X		
Kneeling		X		
Stooping:		X		
Crouching:		X		
Climbing:		X		
Forward Reaching:		X		
Twisting:		X		
Side Bending:		X		
Overhead Reach:		X		
Grasping:				X
Handling:				X
Finger Dexterity:				X
Vision:				X
Hearing:				X
Eye-Hand-Foot Coordination:				X

COMMUNICATION DEMANDS:

Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires talking to co-workers:			X	
Talking to current and prospective external stakeholders:				X
The position requires written communication with co-workers:			X	
Written communication to current and prospective external stakeholders:				X
The position requires talking on the telephone:			X	



Communication Demands:	Not Applicable	Occasional 1-33%	Frequent 34-66%	Constant 67-100%
The position requires overseeing community partners:				X
The position requires responding to written or verbal requests of co-workers:				X
The position requires responding to written or verbal requests of current and prospective external stakeholders:				X
The position requires training, presentations, and giving verbal instructions:			X	
The position requires receiving verbal instructions:			X	
The position requires receiving written instructions:				X
The position requires reading:				X
The position requires visiting/working at different worksites:				X

DESCRIPTION OF TASKS

- Most tasks covered in essential duties and responsibilities section.

EDUCATION and/or EXPERIENCE:

Bachelor’s degree (B.A.) from a four-year college or university; or 3 years related experience and/or training; or equivalent combination of education and experience. Non-profit experience preferred.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to partners, community members, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to carry out a varied and wide range of written or oral instructions.



- Ability to deal with problems involving a few concrete variables in standardized and unique situations.
- Possess the ability to define problems, collect data, establish facts, and draw valid conclusions in the problem-solving and decision-making process; ability to interpret an extensive variety of technical instructions; and ability to analyze all aspects of a situation and determine win-win outcomes.

EQUIPMENT, MACHINES, TOOL, VEHICLES USED:

- Ability to use a computer workstation, including keyboard, mouse, glide/trackpad, printer, copier, scanner, fax, and communication systems (including internal VOIP system, online meeting/communication systems, mobile systems, etc.)
- Proficient computer software skills (Microsoft Office, Adobe Acrobat, Google Drive, etc.)
- Valid driver's license and clean driving record with daily access to insured vehicle.
- Ability to drive Hawai'i Foodbank cargo van.

WORK ENVIRONMENT:

- Requires driving for off-site day, evening, and weekend meetings and events.
- Requires working at off-site locations in the community such as schools.
- Requires the use of computer, mobile, telephonic, etc. equipment.
- The noise level ranges from quiet to moderate to loud at times.

ADDITIONAL INFORMATION

This position requires a background check prior to hiring.

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read and understand the essential duties, responsibilities, and qualifications for this job and am able and willing to perform them accordingly.

Signature

Date

Print Name