

# Food Program Specialist

Child Care Council of Nassau

Garden City, NY 11530

Other

Full-time

Onsite

\$21.97 - \$21.97 an hour\*

\* \$40,000 when annualized

Posted on January 12, 2026

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## 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

As a Food Program Specialist with bilingual capabilities in Spanish, you'll play a pivotal role in ensuring the delivery of nutritious meals to children and adults through the Child and Adult Care Food Program (CACFP). Your efforts will directly impact the quality of care provided in home-based daycare programs, enabling families and caregivers to focus on growth and development.

## Responsibilities

- Maintain working knowledge of USDA, NYS Department of Health CACFP regulations, OCFS regulations, and related software (Minute Menu, CIPS).
- Conduct required visits to prospective and participating child care homes to ensure compliance with all federal, state, and agency guidelines.
- Provide both on-site and remote technical assistance to providers; follow up as needed to ensure adherence to Council policies and procedures.
- Review and evaluate monthly provider menus and claim forms for accuracy and regulatory compliance.

- Accurately record, process, and enter provider data and documentation for the NYS Department of Health and Child Care Council of Nassau.
- Assist with the preparation and submission of monthly program reports and claims.
- Support the planning and delivery of annual CACFP trainings; develop and maintain current training materials and related educational resources.
- Participate in internal trainings, agency events, and assigned external meetings or conferences.
- Maintain schedule flexibility to meet site visit 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 strongly preferred.
- Bilingual in English and Spanish required (verbal and written).
- Proficient in computer applications, including data entry and document management.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Collaborative team player with strong organizational skills and 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>