

Child Nutrition Programs Intern

Available positions: 1

Locations: Auburn, AL

Position Status: Part Time, Seasonal **15-20 hours per week, flexible schedule*

Pay Rate: \$15/hr

Start Date: February 13, 2023

End Date: August 31, 2023

Duties & Responsibilities

- Coordinate child nutrition program training for program sites.
- Coordinate child nutrition sites daily meal orders.
- Coordinate site monitor visits in compliance with the USDA and Alabama State Department of Education regulations.
- Oversee daily and monthly reporting.
- Ensure daily communication with sites for meal delivery and meal orders.
- Oversee daily meal reporting to vendors.
- Keep accurate and up-to-date records for child nutrition program audits.
- Keep accurate and up-to-date records of expenditures; including staff hours and mileage.
- Participate in necessary training, meetings and conferences related to the child nutrition program.
- Oversee all aspects of daily administration and operation of child nutrition programs for area sites.

Minimum Requirements

- High School Diploma
- 1-3 years of work experience
- Postsecondary education is accepted in lieu of work experience
- Excellent communication skills
- Proficiency in technology including Microsoft Word and Google Drive
- Access to reliable transportation
- Access to communication devices including cell phone, internet, and computer

Required License

- Driver's License

Employment with Feeding Alabama is contingent upon applicants passing a criminal background check. To apply, email resume to eugenie@feedingalabama.org.

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