

Feeding the Gulf Coast Job Description

Job Title: AL Child Nutrition Intern

Department: Child Nutrition

Reports To: Director of Child Nutrition Programs

FLSA Status: Exempt

Location: Theodore, AL

About the Organization: As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida.

Summary: Responsible for conducting daily data entry, clerical work, and monitor visits to support the Child Nutrition Department. Works with Child Nutrition staff to ensure federal and privately funded child nutrition programs are operational and upholding program regulations.

Duties and Responsibilities include the following:

- Attending and participating in all necessary staff training for the Afterschool Meals Program and Summer Feeding Program.
- Assisting with site management and paperwork; ensuring sites are obeying rules and regulations of the summer feeding program.
- Communicating with site personnel to collect daily meal orders, meal counts, and necessary program paperwork.
- Conducting monitor visits as required. Providing additional training to site personnel if needed.
- Conducting data entry for items such as program applications, daily site paperwork, and program claims.
- Responsible for learning, understanding, and abiding by local, state, and federal child nutrition program regulations.
- Other tasks as directed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individual needs to be at least eighteen (18) years of age. Individual of twenty (20) years of age preferred. Individual will need to possess a valid driver's license. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

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 apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, Gmail, Google Drive, and Oasis Insight.

Education/Experience:

High School diploma and one year related experience and/or training; or equivalent combination of education and experience.

Certificates and Licenses:

Valid driver's license with a driving record that needs company insurance requirements.

Knowledge, Skills and Abilities:

- Communication and customer relations skills
- Time management skills for short, medium, and long term timelines
- Organization and task planning skills
- Ability to legally work with children and volunteers

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands, and talk/hear. The employee is frequently required to stand.

The employee is occasionally required to reach with hands and arms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this job, the employee is frequently exposed to driving for multiple hours in Feeding the Gulf Coast vehicle.

The noise level in the work environment is usually moderate.

If interested, please send your resume to Tracee Wallace, HR Manager, at twallace@feedingthegulfcoast.org.