

**JOB DESCRIPTION:
Child Programs Assistant**

REPORTS TO: Agency Relations and Child Programs Manager

Specific Duties and Responsibilities:

This position aims to lead and engage our community in the fight against childhood hunger. We are seeking a reliable and detail-oriented individual to provide vital support in assisting with the implementation of the Backpack Program, Kids Café Program, and Summer Feeding Program.

Backpack Program

1. Assists in program record keeping completing all required documentation and promptly submitting paperwork to the Child Programs Manager.
2. Maintains accurate program inventory of backpacks, food items, and supplies. Advises Child Programs Manager of inventory shortages.
3. Works cooperatively with Child Programs Manager on planning healthy backpack menus.
4. Ensures safe food handling and storage procedures are followed at all times.
5. Pulls and stage backpack product for backpack builds.
6. Works cooperatively with Volunteer Manager and volunteers to assemble Backpack Program food packages.
7. Pulls backpack orders and stage backpacks according to schools and sites.
8. Works with staff and volunteers of schools to ensure safe food handling and storage, smooth operations, and effective collaboration.
9. Fosters positive working relationships with volunteer delivery drivers and partner sites distributing backpacks including assisting with loading backpacks.
10. Transports backpacks to designated sites when needed.

Kids Café and Summer Feeding Program

1. Follows and assists with ensuring compliance with all child nutrition programs' policies and regulations.
2. Attends state meetings, program trainings, and food safety trainings as required.
3. Supports the operations of the Kids Cafe and Summer Feeding Program by completing accurate program documentation, recordkeeping, general office tasks, and communication.
4. Fosters positive working relationships with program staff and volunteers directly involved in operating Kids Cafe and Summer Feeding Programs.
5. Assists with training appropriate program staff and volunteers.
6. Assists with completing inspections of child program sites as required by the State of Colorado, local health department, and Feeding America standards.
7. Coordinates child program surveys and assists with developing learning outcomes.
8. Transport Kids Café Program and Summer Feeding food items and program supplies with needed.

General

1. Adhere to the core values of Weld Food Bank.
2. Promote the mission of Weld Food Bank in all dealings with the public, including donors, agencies, clients, and community members.
3. Complete food safety training, civil rights training, and child programs trainings.
4. Promote healthful eating habits, positive food service image, and good customer relations.
5. Ensure safe food handling and storage procedures are followed at all times.
6. Work cooperatively with staff and volunteers to promote a clean, safe, and positive work environment.
7. Engage in bending and lifting items up to 40 pounds.
8. Respect and maintain confidentiality in a professional manner
9. Other duties as assigned.

Updated: 2/10/2025