

## Rhode Island Community Food Bank

### Job Description

Position Title: Federal Programs Manager  
Reports To: Director of Agency Services  
Status: Exempt (salaried)



**Our Mission:** The Rhode Island Community Food Bank works to improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

**Our Vision:** We envision a state where no one goes hungry.

**Position Summary:** Oversees all of the Federal nutrition programs and compliance including Food Safety Compliance under Federal and AIB regulations. Supervises the Federal Programs Coordinator, the CSFP Coordinator & the Agency Services Administrative Representative. Reports to the Director of Agency Services and works closely with the Facility and Operations Directors on Food Safety Compliance and Inventory Management for federal programs.

### Duties and Responsibilities:

1. Manages staff:
  - a. Demonstrates leadership skills. This position is a leadership position, and as such, is expected to be prepared to troubleshoot problems, resolve disputes and maintain a professional demeanor at all times.
  - b. Effectively communicates policies and procedures to staff. Communicates change in an appropriate manner.
  - c. Manages the annual review process and professional development.
  - d. Creates work plans, goals and objectives and provides direction and oversight for all of the day-to-day activity.
  - e. Actively participates in the processes of hiring, firing and discipline of Federal Programs staff.
2. Manages the Federal Nutrition Programs:
  - a. Maintains a strong working knowledge of the regulations for federal nutrition programs. Reviews and interprets program policies to ensure Food Bank compliance in all areas and ensures that all teams including the warehouse, kitchen and agency services teams are aware of and following all compliance requirements.
  - b. Conducts regular reviews of required program documents on a monthly basis, or more often when needed, with staff, to ensure that the paperwork is accurate and audit ready.
  - c. Reviews paperwork and reporting components to ensure that they are completed in an accurate and timely manner and in accordance with the procedures/regulations of the Food Bank, Feeding America, and the specific USDA program regulations.
  - d. Coordinates the federal and state audit processes with the department director(s).

- e. Works with community partners in a collaborative manner, provides assistance around Federal Nutrition Program food distributions and enforces compliance within program regulations whenever needed.
- f. Attends all mandatory State and Federal trainings.

CACFP Responsibilities:

- g. Ensures that accurate numbers for the Kids Cafe programs are provided to department director, including all site reports and counts are correct and ready for reporting to RIDE for reimbursement.
- h. Ensures that all other program compliance requirements are met working with the coordinator.
- i. Completes the annual program application with the Department of Education

CSFP Responsibilities:

- j. Ensures that CSFP is in compliance with all federal and state policies and that hard copy documentation of all program participants are up-to-date and accurate.
- k. Works with the coordinator to ensure that commodities are ordered, box building is coordinated with the operations team and distribution and inventory management is on time and within compliance.
- l. Serves as the point person with the Rhode Island Department of Elderly Affairs completing monthly reports, reviewing contract requirements and managing all communication on program changes, trainings and federal audits.
- m. Serves as a member of the CSFP Association representing the Food Bank.
- n. Manages the Link2Feed database and relationship with the vendor.

TEFAP Responsibilities:

- o. Works with the coordinator and Acquisitions team, to order the federal commodities using the WBSCM online system, the Department of Agriculture's Supply Chain Management system.
- p. Completes all reports for outside agencies, including FNS.
- q. Manages the in-house inventory, working with the operations team to ensure that commodities are being received, stored and distributed within program compliance.
- r. Point person for the State, review the State contract and ensure program compliance.

3. Manages the coordination of the Food Safety Compliance Program:

- a. Chairs the Food Safety Committee and is a member of the AIB Sub-Committee
- b. Understands and ensures that the food bank is in compliance with all federal regulations pertaining to food handling and storage.
- c. Fully understands all AIB requirements for food distribution warehouses, conducts quarterly inspections with the AIB Sub-Committee and manages the corrective action plans.
- d. Creates and manages the Food Safety Plan for the Food Bank, working with staff and the Food Safety Committee.
- e. Collaborates with the Director of Facility on the Food Defense Plan.

- f. Responds to staff food safety and USDA program questions and concerns around rules, regulations, policies, procedures, by evaluating the concern and making recommendations.
  - g. Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities.
  - h. Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
4. Facilitates and/or participates in community meetings, collaborations, and forums as they relate to nutrition education and/or food safety.
  5. Develops written materials, videos, displays, etc.
  6. Represents the Food Bank at Federal Nutrition Program related events and on related committees.
  7. Assists with program development and procedure/policy review including the review and implementation of the strategic plan goals and objectives and special distribution programs and the development and implementation of any new programming involving agencies as assigned.
  8. Other duties as assigned.

**Skills and Qualifications:**

- A Bachelor's degree in food science, food safety or nutrition or five years related work in Federal Program management experience or the equivalent.
- Current RI State Food Safety Managers License, or ability to obtain one.
- Proven experience managing or coordinating federal nutrition programs.
- Experience in customer service and working in or with social services community organizations.
- Experience with program development.
- Effective problem solving skills. Must be able to think quickly and act decisively. Rapidly assess any situation, weigh the pros and cons of various approaches, and make an educated and informed decision that is beneficial to all parties.
- High proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Ability to make presentations and develop and deliver reports to a varied audience.
- Ability to work independently and lead a team.
- Ability to obtain food safety certification.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

**Working Conditions:** Work is typically performed in an office using computers and phones extensively. Regularly walks through the warehouse (to check with team on inventory and packing), and is subject to varying temperatures (exposed dock, coolers and freezers) in all seasons, on occasion. May lift, move

and carry objects up to 35 pounds on occasion. If the need arises, works outside of normal working hours with occasional travel.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

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Employee Signature

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Date