



Comprehensive Child Development, Inc. (CCD)

Main Office: 2545 Pacific Avenue, Long Beach, CA 90806 • Phone (562) 427-8834 • FAX (562) 595-5944

Current Openings

Date of Announcement: July 17, 2009

Applications will be accepted for the following positions until filled. Please specify the position for which you are applying on your application:

NUTRITION MONITOR **CHILD and ADULT CARE FOOD PROGRAM (CACFP)**

Salary Range: \$11.00-\$12.00 per hour plus benefits

Responsibilities:

Representing CCD at local licensing meetings/community meetings.

Recruiting prospective providers.

Conducting pre-enrollment, sign-up, training and follow-up visits for new providers following all CACFP and Licensing requirements.

Performing regular monitoring visits for compliance (at licensed child care homes and State approved sites) and provide training and support to providers.

Assisting with regular CACFP provider workshops.

Analyzing menus to ensure that they meet the USDA and CCD requirements.

Analyzing, compute and process claims, enrollment forms, and eligibility applications.

Attending staff seminars/training.

Assisting with any other tasks as needed.

Qualifications:

Education/Experience: Any combination of education and experience providing the required skills and knowledge for successful performance of duties. Typical qualifications would be:

Completion of high school or equivalent.

Nutritional education or equivalent experience.

Experience in an office setting.

Ability to communicate in written and spoken English.

Ability to communicate in Spanish in addition to English desirable, but not required.

Required:

Must have valid CA driver's license, own transportation with current registration/insurance

Health/TB Clearance

Background Check

Teacher Aide

Salary: \$8.25 - \$9.00/hr

Full Time with Benefits

Assist our teaching staff in our small group setting. Be a part of our children's environment.

Requirements: 6 or more units of Child Development classes; CPR/1st Aid Training.

How to apply:

Apply in person to our main office at:

2545 Pacific Avenue, Long Beach

Resumes may be faxed to: 562-595-5944

Resumes may be e-mailed to: Margie@ccdlib.org

Questions should be directed to Margie Meigs, Human Resources, 562-427-8834