**Below is an example of a Job Description. For Fiscal Year 2022, we need a minimum Job Descriptions for the Director, Cook, and Monitor(s). We will eventually need a description for anyone that has CACFP duties even if they are a volunteer.**

**Director**

**General Description**

This position manages SO NAME. This person is ultimately responsible and held accountable for all aspects of the SO NAME.

**Minimum Qualifications**

• Graduation from an accredited college or university with a bachelor’s degree in business, social work, public administration, or a related field.

• Experience in program management, staff supervision, and community services

**Knowledge/Skills/Abilities**

• Ability to organize time, prioritize responsibilities, and accurately complete multitasks

• Skill in providing community services

• Ability to communicate with persons of diverse backgrounds

• Ability to interpret federal and state regulations

**Examples of Work Performed**

• Provide overall management, including proposal writing, staff recruitment, training and supervision, fiscal oversite, and accountability

• Ensure SO NAME is in compliance with federal and state regulations

• Communicate effectively with the agency board

• Develop a staff management

• Develop staff training programs for staff

• Develop cooperative working relationships with other agencies and professionals