

**Determining the Job Functions of Child  
Care Providers in CACFP Operations**



National Food Service Management Institute  
The University of Mississippi  
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**National Food Service Management Institute**  
**The University of Mississippi**

**Building the Future Through Child Nutrition**

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**PURPOSE**

The purpose of the National Food Service Management Institute is to improve the operation of child nutrition programs through research, education and training, and information dissemination.

**MISSION**

The mission of the National Food Service Management Institute is to provide information and services that promote the continuous improvement of child nutrition programs.

**VISION**

The vision of the National Food Service Management Institute is to be the leader in providing education, research, and resources to promote excellence in child nutrition programs.

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## **DETERMINING THE JOB FUNCTIONS OF CHILD CARE PROVIDERS IN CACFP OPERATIONS**

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### **EXECUTIVE SUMMARY**

This project was developed to accomplish the following objectives:

- Identify job duties and responsibilities based on a national collection of job descriptions of child care center directors and staff participating in the Child and Adult Care Food Program (CACFP);
- Perform content analysis of the job descriptions into duties and responsibilities for child care providers;
- Confirm job duties and responsibilities, and then group them into functional areas based on parameters within the food program (meal planning, food purchasing, food preparation, service, nutrition education, wellness environment best practices, and special needs); and
- Validate the job duties and responsibilities of child care center directors and staff.

To accomplish the project objectives, two panels of exemplary CACFP professionals participated in a work-group session and a national review panel to systematically confirm, combine, and create descriptions for job duties and responsibilities for child care center directors and staff participating in the CACFP.

Seven CACFP professionals were chosen to participate in an expert panel, work-group session to accomplish the following: review the wording of each job duty and responsibility, classify statements under the appropriate research-based functional area; and group similar

statements into functional areas. Expert panel members reviewed the results of the work-group session using a guided evaluation form. Then, members confirmed the list of job duties and responsibilities.

The modified list of job duties and responsibilities was drafted using the suggestions of expert panel members. A final guided evaluation was completed by a review panel of CACFP personnel, with a response rate of 22.9%. A review and contextual analysis of the national review panel responses resulted in the following actions being taken:

- The number of functional areas was decreased from eight (8) to seven (7);
- The number of job duties and responsibilities was increased from 31 to 59;
- The food safety and sanitation functional area and the health and safety functional areas were combined; and
- A set of definitions for each functional area was developed.

The information gained from this project will be used to provide structure for the development of job descriptions and training modules. It will also be used to identify job functions, training needs, and skills necessary for child care providers.