



Partner Agency & Community Engagement Assistant - Compliance

Sacramento Food Bank & Family Services (SFBFS), a local non-profit organization serving families and individuals in need since 1976, offers fourteen diverse programs and services at two facilities in Sacramento. A staff of 83 and several thousand volunteers accomplish SFBFS' mission of assisting families in need by alleviating their immediate pain and problems and by moving them toward self-sufficiency and financial independence. For more information, please visit www.sacramentofoodbank.org.

POSITION DESCRIPTION

The Partner Agency & Community Engagement (PACE) Assistant-Compliance is responsible for regulatory compliance auditing for Sacramento Food Bank & Family Services' (SFBFS) Partner Agency Network. Working collaboratively with the Compliance Coordinator, the primary focus of the Assistant will be on requirements from the various key-stakeholder/entities. This position will be responsible for performing annual/biennial regulatory audits, compliance training and provide feedback across departments to ensure that Partner Agencies are adhering to all required regulatory standards and practices.

The PACE Assistant is responsible for the following:

- Conduct annual/biennial regulatory audits for Partner Agency Network as required by Feeding America; helping to ensure all aspects of Partner Agency programs adhere to Feeding America standards
- Communicate all PACE policies, procedures and standards to network members and SFBFS (as applicable) staff to ensure they adhere to SFBFS' policies and maintain required documentation
- Train Partner Agencies on compliance guidelines, requirements, and standards as it pertains to food distributions and respond to questions/issues
- Maintain all required regulatory compliance documentation and files for SFBFS' Partner Agency Network
- Maintain and update the Primarius data base with current information promptly and as needed
- Other duties as assigned

REQUIREMENTS

- High School diploma or equivalent
- 1 - 2 years of experience in field auditing
- 1+ year of program delivery experience
- Prior experience and ability to audit and monitor data, systems, and processes for compliance to policies and laws
- Good knowledge of regulatory standards in the area of Food Safety/OSHA
- Food Safety Manager Certified and/OSHA Certified
- Intermediate experience with, Microsoft Word, Microsoft Excel and auditing software
- Prior non-profit experience / preferred

POSITION DETAILS

- Full time, hourly non-exempt; Monday through Friday with occasional weekends, nights and holidays
- Comprehensive benefits including medical / dental / vision / life / AD&D / LTD / retirement and more

Applicants must include resume, cover letter and [SFBFS' Employment Application](#) which includes 3 professional references (found on www.sacramentofoodbank.org/jobs) to employment@sacramentofoodbank.org for consideration. No phone calls please.