



## 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](http://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
- Responsible for site visits to maintain audit standards and to support site's capacity to grow
- Implement and analyze regulatory compliance standards as they pertain to SFBFS' Partner Agency Network
- Communicate all policies, procedures and standards to network members and SFBFS (as applicable) staff to ensure they adhere to SFBFS' policies and maintain required documentation
- Convey issues and concerns in a timely manner to PACE Coordinator (Compliance)
- Other duties as assigned

### REQUIREMENTS

- High School diploma or equivalent
- Knowledge of regulatory standards in the area of Food Safety/OSHA
- Food Safety Manager Certified and/OSAH Certified
- Outstanding written and verbal communication abilities
- Intermediate experience with, Microsoft Word, Microsoft Excel
- Reliable transportation and a valid California driver's license and minimum personal auto insurance
- 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](http://www.sacramentofoodbank.org/jobs)) to [employment@sacramentofoodbank.org](mailto:employment@sacramentofoodbank.org) for consideration. No phone calls please.