Job Title: Child Nutrition Clerk
Department: Kimberly Child Nutrition
Reports To: Child Nutrition Director

Position Summary:

The Child Nutrition Clerk position provides flexible support to the Child Nutrition Director and program operations as needed. This role involves assisting with a variety of tasks, including administrative work, program organization, and creative projects. The employee must have a working understanding of the daily responsibilities of the Child Nutrition Director and be able to step in with flexibility.

Key Responsibilities:

- Assist with daily office functions, including filing, data entry, and communication.
- Support the creation of flyers, menus, presentations, and promotional materials using Canva or other design platforms.
- Help maintain program records and documentation.
- Assist with scheduling, reminders, and follow-up tasks related to program operations.
- Provide support during meetings, training, and events.
- Perform other duties as assigned to support the Child Nutrition Director and department goals.

Expectations:

- Flexibility to complete a variety of tasks as needed.
- Basic knowledge of Canva or willingness to learn.
- Understanding of the Child Nutrition Director's daily tasks to provide effective support.
- Strong organizational and communication skills.
- Ability to maintain confidentiality and professionalism.
- Reliable, detail-oriented, and able to work independently or as part of a team.

Preferred Qualifications:

- High school diploma or equivalent required; some college coursework or administrative training preferred.
- Previous experience in an educational environment, preferably within child nutrition programs is highly desirable.
- Familiarity with Canva, Microsoft Office Products, and Microsoft Excel.
- Strong computer skills and comfort with data entry.