Dietetic Clerk
UF4084

Job Overview:

The Dietetic Clerk organizes the patient/resident's menus to ensure accuracy of diet order, timeliness of meal service and smooth foodservice operations. Responsible for the production of meal tickets, nourishment labels and production tallies for resident/patient menus. Responds to interdepartmental telephone inquiries, maintains all office equipment and supply inventory for nutrition office. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities:

- Prepares dietary information for use by kitchen personnel in preparation of foods for hospital patients.
- Examines diet orders and menus received from hospital units and tallies portions and foods of general and soft diets.
- Tallies quantities of specific foods, such as vegetables and meats, to be prepared in kitchen.
- Marks tally on master menu to inform kitchen personnel of food requirements.
- Processes new diets and changes as required.
- Participates in tray line and food temperature monitoring as assigned.
- May calculate diabetic diets, using calculator, and following standards established by Clinical Nutrition Manager or Dietitian.
- Communicates patient needs to appropriate staff while maintaining patient confidentiality.
- May answer telephone and intercom calls and relay information to kitchen concerning meal changes, complaints, or patient discharge.
- May prepare and deliver formula and special nourishments to unit pantries.
- May visit and provide assistance with menu selection to patients.
- Attends all allergy and foodborne illness in-service training.
- Complies with all Sodexo HACCP policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED, or equivalent experience.

- 1-year food service experience in hospital or extended care facility.

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.
- Basic food-handling skills.

License/Qualifications
Certifications:

- May require a valid driver's license

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally, in an indoor setting, however, may supervise outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.

- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee_____ _____ **Date**_____
Manager_____ _____ **Date**_____