

DIETARY CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized clerical position located in the dietary division of the nursing home. The class involves performing a variety of systematized tasks in order to free the professional staff for technical dietary responsibilities. Positions in this class are supervised by personal observation, review of work in progress or upon completion, and by review of records and reports. Supervisory assistance is available with instructions given for new or unusual assignments or procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

File dietary communication forms according to established guidelines;
Assists residents with menu selection and may collect menus on assigned floors;
Check non-calculated diet menus to assure completeness and therapeutic accuracy;
Head menus for the next day and make modifications as required by diet order;
Complete all diet changes for upcoming meals and update the central Kardex;
Answer the telephone according to specific guidelines and document all calls; Messages are to be forwarded to the appropriate person;
Maintain the central Kardex with cards prepared for each new patient updated with any diet changes as directed;
Maintain Special Diet Record, base meal counts and patient census;
Attend monthly department in-service and other in-service programs or meetings as scheduled;
Perform other related duties as required;
May insert diet changes/nourishment changes, print menus and labels on computer as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the nutritional value and composition of foods;
Working knowledge of the processes involved in food preparation and service;
Working knowledge of the relationship between nutritional intake to health and medical treatments;
Ability to keep accurate records;
Ability to follow oral and written instructions;
Ability to get along well with others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Two years experience in the interpretation and processing of therapeutic diet orders; or
- B) Completion of twelve semester credit hours in nutrition, dietetics or related field* at a regionally accredited or New York State registered college or university; or
- C) An equivalent combination of training and experience as defined within the limits of A) and B) above.

*Related field exclusions: Food service or restaurant management coursework.

Equation: 3 credit hours = 6 months experience