

Diet Clerk Cover Letter

850 Armando FallKulasberg, VT 37163

Dear Azariah Weimann,

I submit this application to express my sincere interest in the diet clerk position.

Previously, I was responsible for basic nutrition education to inpatients and outpatients as appropriate/requested.

Please consider my qualifications and experience:

- Assists patients with menu selection by offering menu selections based on diet order and patient preferences, accurately recording selections and completing menu selection process within established timeframe
- Communicates patient food needs to cooking staff by completing tallies accurately and within established timeframe and by updating cooking staff on changes affecting production needs
- Serves patient food by assembling patient trays, preparing nourishments, transporting food trucks, delivering and picking up trays accurately and within established time frames and by utilizing safe food handling and infection control processes
- Cleans and sanitizes equipment and work area by maintaining an organized work area, utilizing designated cleaning procedures and cleaning chemicals, completing and documenting daily and rotating cleaning assignments, and by transporting trash to designated areas
- Contributes to maintaining costs within the budget by utilizing equipment and supply resources as directed, accurately documenting food and service activities
- Participates in training of department staff by demonstrating the job according to established job routines and department procedures, by answering questions and creating a friendly environment, and by completing the job coaching forms
- Identifies opportunities for department improvement by evaluating menus, food quality and service, by participating in department test trays and data

- Enhances patient experience by answering phones in a timely and courteous manner by following scripting

Thank you for considering me to become a member of your team.

Sincerely,

Peyton Nader