

Diet Clerk Cover Letter

4499 Kermit Drives Treutelview, NM 00479

Dear Shae Rutherford,

I am excited to be applying for the position of diet clerk. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for a nutrition assessment for patients requiring nutrition interventions or with the potential for developing nutrition related problems.

Please consider my experience and qualifications for this position:

- Demonstrates complete and current knowledge of regular and therapeutic diets commonly ordered at AdventHealth Central Texas
- Review patient menus and patient diet patterns to ensure they follow the established standards and database information
- Adhere to all patient identified allergies and food items restricted based on the Nutrition Care Orders in the database (CBORD)
- Guides individuals and families in food selection, preparation and menu planning based upon nutritional needs
- Answers the phone and enters menu selections accurately into CBORD using the approved scripting
- Provide translation services
- Under general supervision of the Dietitian, Lead Dietitian, Supervisors and Director of Food and Nutrition Services, assisting other team members as needed and providing outstanding customer/guest service relations
- Visits patient to review daily menus options and assist patient with selections that fit within the patient's diet

I really appreciate you taking the time to review my application for the position of diet clerk.

Sincerely,