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# Example of Diet Clerk Job Description

Our company is looking to fill the role of diet clerk. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for diet clerk

* Keeps the telephone log current by recording incoming calls
* Makes rounds – meal and routine – picking up menus, diet requests, and diet changes as needed
* Visits patients and assists them with the menu selections
* Tracks daily supplemental feeding charges to be submitted to accounting department
* Maintains daily meal count current to be submitted along with the monthly statistical report
* Responsible for distributing the patient satisfaction surveys every day, assisting the patients with filling out the surveys if needed
* Daily records all food preferences and any patient information from the dietary preferences sheets onto the patient cardex and patient menus
* Updates menus targeted for Food and Drug Protocol by stamping patient cardex card
* Works on patient tray line, cafeteria line, and any other station as required due to staffing conditions
* Required to work holidays, weekends, and rotating schedules

## Qualifications for diet clerk

* Must have completed an American National Standards Institute (ANSI) accredited Food Handler’s Certificate Program
* 1 plus years of experience in comparable hospital food service or current enrollment in a college level nutrition curriculum
* Associate’s Degree in Foodservice Management, Nutrition, Dietetics or a related field from an accredited college or university
* Bachelor’s Degree in Foodservice Management, Nutrition, Dietetics or a related field from an accredited college or university
* Food Safety Certification- must be obtained within 30 days of employment
* One (1) year of experience may be substituted for required education