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# Example of Diet Clerk Job Description

Our growing 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

* Demonstrate the ability to correct menus according to meal patterns for special diets
* Ability to print production tallies and other reports for tray line, TF and nourishment meal services using Computrition
* Demonstrate the ability to apply infection control policies and procedures for safe food handling
* Ability to check tray line for accuracy according to physician’s diet order
* Ability to act as a mentor to the Hostess/Foodservice staff by assisting with in-services and guidance as needed
* O-D50832000v1
* Edits and corrects patient menus and completes meal tallies accurately and timely
* Answers and logs all incoming calls to the nutrition office
* Updates patient profiles based on MD order, computer and diet census changes
* Records all daily meal activity counts for all sites

## Qualifications for diet clerk

* Six (6) months Foodservice experience in a hospital or skilled nursing facility preferred
* 6 months to 1 year experience in hospitality industry or 6 months of customer service experience
* Ability to speak, read and write English clearly and proficiently, as related to essential job activities
* Computer skills--typing and data entry
* Must possess visual acuity and manual dexterity
* Must possess good listening skills