

DIET CLERK

DEFINITION

Under supervision, to perform varied clerical and diet office duties including forecasting, costing, and keying, and to do related work as required. Work methods in this classification normally follow standard practices, but independent judgment or specific tasks may be required in applying procedures and precedents to unusual cases. Incorrect decisions are usually discovered before serious consequences result. Keying is normally from standard source documents where knowledge of complex layouts and designs is not usually required. Employees in this class will have contact with clients and employees of other units in seeking and giving out information where general knowledge of departmental policy and procedures is required. Typically there is no formal direct line supervision over others although employees at this level may assist in training new employees.

EXAMPLES OF DUTIES

Keys reports, correspondence, bills, vouchers, and statistical and financial data; classifies and posts information; accepts applications; does filing and searching; greets clients, visitors and the general public; answering inquiries or referring to the proper official; compiles figures on expenditures; maintain simple inventory records; keys narratives, charts, and tables; gathers information on a variety of subjects and compiles routine financial, statistical and activity reports; may train other employees performing diet office and clerical tasks; operates electric typewriters, electronic memory typewriters, word processing equipment, and/or personal computers; forecasts menu item needs; write special diet slips transcribes diets and nourishment to Kardexes; standardizes recipes; creates necessary meal plans and nourishments according to diet manual and approved meal patterns.

EMPLOYMENT STANDARDS

Education and Experience: Certified diet technical preferred. Diet office and clerical experience sufficient to demonstrate that the required knowledge, skills and abilities have been acquired.

Knowledge and Abilities: Knowledge of modern office procedures and practices; knowledge of basic modified diets; knowledge of basic math for costing purposes; ability to spell and to use correct grammar; ability to make mathematical calculations with speed and accuracy; ability to operate standard office machines including word processing equipment; ability to establish and maintain effective relationship with the public; ability to type neatly and accurately; ability to understand and write special diet slips according to diet manual and meal patterns; ability to update diet Kardexes, nourishment Kardexes and meal slips to match appropriate diet orders; skill to forecast food quantity needs; skill to convert forecasted needs into cook production sheets.