



GENERAL STAFFING SOLUTIONS

POSITION TITLE:

Diet Clerk

General Description:

Responsible for taking diet order requests from patients. Responsible for explaining which diet patients are on and answering questions regarding food choices.

Skills/Duties:

- Respond to inquiries from patients for the purpose of providing information on their food orders
- Explain procedure for ordering meals to all patients and take patients food orders
- Verify patient's diets
- Practice good customer service at all times
- Perform clerical duties as needed
- Coordinate and ensure timely delivery of orders
- Follow all safety rules while on the job

Requirements:

Requires a high school diploma or GED – 6 months experience in food service, customer service, sanitation standards. Some computer knowledge.

Reporting Relationship:

Works under immediate supervision.

I have read the description of my professional responsibilities as an employee of GSN and agree to adhere to the standards described above.

Signature

Date