
Diet Clerk Resume

Job Objective

Seeking to obtain a Diet Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

Work Experience:

Diet Clerk, May 2004 – Present

Mount Sinai Medical Center, Overland Park, KS

- Communicated effectively with patients, family and staff regarding patient's diet.
- Processed all patient menus, diet orders, diet changes, and telephone messages as well as maintained records for the diet office.
- Maintained nutritional standards to administer appropriate diets to patients.
- Adjusted to varying shift start time and rotating weekend.
- Coordinated with intra- and inter-department.
- Maintained an efficient Dietetic Service Communications.

Diet Clerk, March 2002 – April 2004

Sutter Medical Center of Santa Rosa, Overland Park, KS

- Coached to administer in the diet office, coordinated and interacted with patients and nursing staff.
 - Collected diet change sheets from each of the nursing unit prior to each meal service.
 - Administered cross-training in various kitchen functions.
 - Provided the best customer service to all patients.
 - Was Responsible for processing all patient menus, diet orders, diet changes, and telephone messages as well as maintaining records for the diet office.
 - Prepared patient menus and communicated with all levels of the department.
 - Familiarized with hospital setting with knowledge of diets and diet restrictions.
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Summary of Qualifications:

- Excellent communication skills for effective interaction with patients, family and staff regarding patient's diet
 - Ability to communicate clearly and effectively
 - Familiar with Word, Excel and database software
 - Good customer relation skills and phone etiquette
 - Typing speed of 50 W.P.M
 - Ability to perform simple computation and recordkeeping
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Education:

Associate Degree in Commerce, Central Piedmont Community College, Charlotte, NC

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