



**Lake of the Woods
District Hospital**

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Dietary Clerk (Casual)

Description

Do you thrive on variety and diversity of tasks and have great attention to details and instruction? If so, then this is the role for you, including tasks such as menu processing, financial and statistical record keeping, and compiling dietetic information to support kitchen personnel with food preparation.

The dietary clerk supports dietary services in the hospital by examining and executing diet orders as instructed and supporting the department's administrative dietary tasks. The successful incumbent will function as a valued member of the nutrition and environmental services team.

Qualifications

- Secondary school diploma or equivalent
- Demonstrated computer experience within the past two years and knowledge of Window-based software, Excel and word processing
- Experience in institutional or commercial food handling and food preparation
- Keyboarding skills, minimum 30 WPM
- Demonstrated positive interpersonal skills and ability to communicate effectively in person and by telephone
- Ability to perform routine tasks
- Neat, legible handwriting
- Knowledge of WHMIS
- Must be physically able to sit for extended periods, stand, reach, bend and lift on a regular basis
- Reliable attendance record