



# *Provincial Job Description*

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**TITLE:**  
**(100) Food Services Clerk**

**PAY BAND:**  
**6**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

**Provides support/clerical services to the Dietary Department.**

**QUALIFICATIONS:**

- ◆ **Grade 12**

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ **Intermediate computer skills, where required by the job**
- ◆ **Communication skills**

**EXPERIENCE:**

- ◆ **Previous: Six (6) months previous experience in a health setting to become familiar with food services.**

## ***KEY ACTIVITIES:***

### **A. Clerical Duties**

- ◆ Enters/up-dates patient menu selections.
- ◆ Performs data entry (e.g., employee hours on work records).
- ◆ Completes/prints production tallies.
- ◆ Responds to calls regarding diet changes, department staffing.
- ◆ Completes calculations for protein/fluid restriction and diabetic diets.
- ◆ Communicates with Food Services staff, dieticians and nursing staff.
- ◆ Maintains dietician record sheets.
- ◆ Orders office supplies.
- ◆ Provides statistics for reports.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Tallies ledgers for meals provided for various departments/programs.

### **B. Related Dietary Department Duties**

*Note: May be required to assist with the following duties during peak periods:*

- ◆ Works on tray line/belt line.
- ◆ Participates in temperature and taste panels.
- ◆ Sets up, checks and delivers trays, menus and food carts.
- ◆ Requisitions food and dietary supplies, unpacks groceries, rotates produce and stock.
- ◆ Makes up tube feeds.
- ◆ Sets up salad bar.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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