



Autumn 2017

Job Announcement

Job Title: Dietary Clerk (Part time, 20 hr/wk)

Open: Until Filled

Salary: DOE

Role and Responsibilities:

Assist the dietary manager in the following task:

- Update records of menus, diet list, and seating plan.
- Develop cost summary and check year end equipment inventory.
- Update and print nourishment labels.
- Type and file meal patterns for the dietitian.
- Maintain records on the meat purchase and the purchase order log.
- Update the meat and vegetable tally.
- Keep track of diet changes and update diet card.
- Write the daily nourishment schedule for the kitchen staff.
- Respond to request from nurses.
- Replenish supply weekly in dining room and the nursing stations.

Substitute the duties of the production coordinator during his/her absence:

- Take inventory of food and equipment.
- Check deliveries and oversee storage system of food and supplies.
- Record invoices.
- Weigh and defrost meats in advanced for the cooks.
- Take record of food and refrigerator temperatures.
- Run errand.

Help serve meals / Assist in tray line operation and perform other dietary related duties as needed.

Minimum Qualifications:

- High school diploma or its equivalent.
- Bilingual in Chinese and English required.
- Knowledge in working with computers required.
- Nursing home food service experience preferred.

Interested applicants send resume to the Personnel Department, 4416 S Brandon St, Seattle, WA 98118. For more information, please call Rani Cheung at 206-721-3630.

Kin On is an EEO Employer, Women and Minorities high encouraged to apply

MAIN OFFICE
4416 S Brandon Street
Seattle, WA 98118

CHINATOWN-ID OFFICE
815 S Weller Street
Suite 212
Seattle, WA 98104

BELLEVUE OFFICE
15921 NE 8th Street
Suite C206
Bellevue, WA 98008

1.888.721.3634

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