



JOB OPPORTUNITY

Job Title: Dietary Clerk
Reports To: Dietary Manager
Job Location: Seattle, WA
Hours/Schedule: Full Time

JOB DESCRIPTION

This position is responsible for coordinating various operation functions, including, but not limited to the following: assist with food production activities, monitor tray line, maintain and update diet card according to diet order and changes in food preference, and assist with administrative aspects of the Dietary Department.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocates for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services.

Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program. In addressing the unmet needs of the community, Kin On is soon to complete a major capital expansion to include an Assisted Living Facility and Adult Family Home.

ROLE AND RESPONSIBILITIES

- **Clerical Duties:**
 - Update records of menu, diet list, special request list, and seating plan.
 - Develop cost summary and check year-end food and equipment inventory.
 - Take inventory and place food orders.
 - Update records of resident cardex and kitchen spreadsheets.
 - Keep track of diet changes, document the changes, and update/renew diet cards.
 - Respond to requests from nursing and other staff.
 - Interact with residents, interview, and chart for new admission.
 - Visit residents periodically to update their food preferences and evaluate the quality of meals served.
 - Maintain records on refrigerator and dish washing temperatures.
 - Type and file documents for the dietitian.

- **Food Production Line Duties:**
 - Assist in tray line and food production activities.
 - Monitor meal services for quality, quantity, and temperature of foods on tray line and after tray delivery.
 - Check deliveries and put them into storage.
 - Weigh and defrost meats in advance for the cooks.

- **Other duties as assigned**

MINIMUM QUALIFICATIONS

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

TO APPLY: Please send resume to Hiring Manager via Careers@kinon.org. Only qualified individuals being considered will be contacted for an interview.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.