



JOB OPPORTUNITY

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

ROLE AND RESPONSIBILITIES

- **Clerical Duties:**
 - Develop cost summary.
 - Record and calculate invoices.
 - Take inventory and place food orders.
 - Update records of resident cardex, snack lists, 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.
 - Type and file documents for the dietitian.
- **Food Production Line Duties:**
 - Assist in tray line and food production activities.
 - Support kitchen cleaning such as dish and special cleaning when necessary.
 - Check deliveries and put them into storage.
- **Other duties as assigned**

MINIMUM QUALIFICATIONS

- High school diploma or its equivalent.
- Bilingual in Chinese and English.
- Knowledge in working with computers required (e.g. Email, Word, Excel, and Internet.)
- Food services experience preferred.

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

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 advocate 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 aging-friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Assisted Living Facility, Adult Family Home, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program.

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.