

 Oroville Hospital	<b>Job Description for Department Secretary</b>		Department:	<b>Dietary</b>
			Dept. #:	<b>8340</b>
	Last Reviewed:	05/08; 08/12		
	Last Updated:			

### **Job Summary**

The Dietary Secretary performs all clerical support for the smooth operation of the Department. Must be able to create/revise/print out documents in Microsoft Word, Excel, MS Publisher and use the AS-400 system. Must be multi-task oriented and able to prioritize work.

### **Duties**

1. Picks up mail and distributes to the appropriate areas; clinical dietitians, dietary department, diabetes educators and department Director.
2. Answers all telephones in a professional manner and forward messages to appropriate person.
3. Computer inputs all data to track costs, numbers, etc. to assist supervisors in the department budget.
4. Types up/prints out all nourishment guides for diet aides and office staff.
5. Types up/prints out all menus as revised.
6. Types up/prints/posts out all menus for Extended Care Unit.
7. Type's recipes when necessary for cafeteria and RxEspresso bar.
8. Maintains/stocks all updated and necessary patient education materials and nutrition references and textbooks as directed.
9. Types up the department's Quality Assurance Program quarterly or as needed.
10. Types the revisions for all department policies/procedures and programs as directed.
11. Assists in National Nutrition Education Week projects with creating, photocopying, posting and any other tasks as assigned.
12. Participates in department educational programs and meets the mandatory in-service requirement in utilities management, infection control, safety and blood-borne pathogens. Assists department manager/supervisors with keeping updated and current tracking of employees.
13. Tracks, types, forwards in-service education materials to appropriate departments as applicable.
14. Takes meeting minutes or answers the telephone for Dietary Department management meetings.
15. Types all letters, correspondence as requested by supervisors.
16. Makes flyers, bulletins, banners as directed.
17. Makes up business cards for all staff in the department.
18. Makes up gift certificates, meal cards and coffee bar coupons.
19. Makes up graphs, charts and any other document to assist the director or managers as requested.
20. Files and keeps all binders/files updated.
21. All other tasks as assigned.

### **Qualifications**

1. A high school diploma preferred
2. Ability to file accurately and run office machines such as computer, telephone and calculators as well as photocopiers.
3. Needs to be proficient in Microsoft Word, Excel and MS Publisher.

### **Lifting Requirements**

The light category requires that an employee be able to lift a maximum of 20 pounds and frequently lift and/or carry objects weighing up to 10 pounds.