



# **Dietary Clerk**

## **Arcadia Retirement Residence**

**1434 Punahou Street**  
**Honolulu, HI 96822**

We are seeking an experienced Dietary Clerk to join the Health Care Center at the Arcadia Retirement Residence. The position is Full Time (40 hrs. per week), 8:00am to 4:00pm, Monday through Friday, with schedule flexibility as needed.

Key Responsibilities include but are not limited to:

- Supports Executive Chef and Dietitian in coordinating the dietary needs of residents
- Provide administrative and clerical support to the Dining Services Department
- Monitors inventory of supplies on hand and assists in documentation of receivables
- Performs accounting functions in the department including, but not limited to, coding invoices and credits, logging invoices for AP summary, tracking the budget, updating prices, generating check requests, following up on credits from purveyors, and researching resident inquiries
- Coordinates and performs end of the month invoicing, inventory, and processes department requisitions
- Supports preventive maintenance activities
- Provides support in the coordination of special functions

The Successful Applicant must have:

- Associate's degree (A.A.) or equivalent from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Strong working knowledge of POS system and software applications, such as MS Excel, Word, and Publisher
- Exceptional communication and organizational skills

Start Date: ASAP

Contact Person: Megan Hoffman

Email: [employment@arcadia-hi.org](mailto:employment@arcadia-hi.org)

Phone: (808) 941-0941

Fax: (808) 983-3829

How to apply: Apply online at

[https://workforcenow.adp.com/jobs/apply/posting.html?client=cof7i&jobId=119466&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=cof7i&jobId=119466&lang=en_US&source=CC3)

(we do not accept resumes, so please apply online)