**Menu Technician Job Description: Monmouth Medical Center:**

The menu technician performs a variety of food and customer service tasks including obtaining and processing patient’s menu selections, data entry, communicating with members of the Food Service Team, patients and Medical Center Staff.

What will you do in this role?

* Visit patient’s rooms to obtain their menu preferences.
* Utilize customer service skills and proper phone etiquette to call patients for meal selections and during meal times for changes in meals.
* Be able to use a food service data entry program to enter patient meal selections (we will teach you the program and will instruct on how to correct menus to meet patients nutritional needs).
* Communicate with other members of the Food Service team, as well as other healthcare professionals on the different nursing units of the hospital.
* Provide patients with safe meals by ensuring tray tickets are in line with diets and allergies.
* Must comfortable using computers, printing reports, organizing tray tickets in an environment you will be multi-tasking.
* All shifts are 8 hours and vary among 3 different shifts: 5:30 am – 2:00 pm, 8:00 am – 4:30 pm, 11:00 am – 7:30 pm. There is flexibility for days to work.

All employees of Monmouth Medical Center are required to be vaccinated and boosted. For anyone with questions on this related to a medical or religious exemption you may have, please reach out directly.

**For any further questions, contact: Lori Snable Clinical Nutrition Manager: 732-923-7567**