



# Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



## HUMAN RESOURCES

### EXAMINATION ANNOUNCEMENT NO. 25-043

POSITION:	<b>Dietary Clerk</b>	OPENING DATE:	<b><u>03/04/2025</u></b>
NO. OF VACANCIES:	<b>1</b>	CLOSING DATE:	<b><u>03/17/2025</u></b>
SALARY:	<b>\$17,160.00 P/A</b>		
PAY LEVEL:	<b>01/01</b>		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Dietary Unit, Commonwealth Health Center, Commonwealth Healthcare Corporation, Saipan		

#### NATURE OF WORK

A direct report to the Head Chef and under the general management of the Food Services Operations Manager, this position is located in the Dietary Unit, working as a desk clerk in the kitchen of the Commonwealth Healthcare Corporation (CHCC).

#### DUTIES:

##### **Clerical Work:**

- Answer phone calls from nurses and patients, take messages.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
- Inventory and request materials, supplies and services.
- Record meeting minutes for dietary staff meetings.
- Prepare diet slips for patients.
- Confirm diet orders with nursing staff, dietitians and patients.
- Operate office machines such as copiers, scanners, personal computers.
- Count, weigh, measure or organize materials.

##### **Patient Care:**

- Obtain patient preferences, allergies, other specifications as appropriate.
- Survey patients on meal acceptability, test trays, plate waste studies, and other assigned.
- May be asked to obtain weights and heights, report changes in weight or PO intake to dietitians.
- Refer patients to dietitians.

##### **Customer Service:**

- May be asked to check temperature of foods being served in cafeteria every two hours and record in temperature log.
- Communicate with cooks regarding menu items; is knowledgeable about menu items being served, recipes and ingredients used.
- Assist customers in other ways as needed.

##### **Other Tasks as Assigned:**

- Help with inventory, receiving products.
- Assist RDs with making handouts, confirming diet & supplement acceptability and preferences, confirming diet texture acceptability.
- Help keep kitchen organized and clean.
- Performs other related duties as assigned.

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CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

## **QUALIFICATION REQUIREMENTS:**

**Education:** High School Diploma, General Education Development (GED), Advanced Development Institute (ADI), or Adult Basic Education (ABE).

**Experience:** One (1) year of clerical experience.

**License/Certification:** Food Handlers Certificate, required within three (3) months upon hire.

## **KNOWLEDGE/SKILL/ABILITIES:**

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Instructing - Teaching others how to do something.
- Critical Thinking - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making - Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Time Management — Managing one's own time and the time of others.
- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral expression - the ability to communicate information and ideas in speaking so others will understand.

## **CONDITIONAL REQUIREMENTS:**

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

## **OTHERS:**

This position is a Full-Time employment status and requires at least 40 hours per week. This position is **“Non-Exempt”** or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm. This work schedule however is subject to change with or without notice based on the Employer’s business requirement and/or by the demands of the employee’s job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

### ***Note(s):***

- *Three-fourths 20 CFR 655, Subpart E: “Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any.”*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

## **INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:**

Office of Human Resources

Commonwealth Healthcare Corporation

1178 Hinemlu’ St., Garapan, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

*Employment Application Forms will be available 24/7 at the employer’s hospital facility’s Main Cashier Office (entrance/exit point for all)*

E-mail: [apply@chcc.health](mailto:apply@chcc.health)

Direct Line: (670) 234-8951 ext. 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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**Note:** Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.

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