

DIETITIAN 2

KIND OF WORK

Large scale dietetic supervisory and management work.

NATURE AND PURPOSE

An employee in this class is responsible for the entire operation of a large or complex dietary unit requiring numerous and varied special diets. The employee is responsible for menu planning, supervision of food preparation and serving, estimating needs and the quality of food served. Administrative direction and review are received from the Assistant Institution Administrator or other management level institutional staff. Medical supervision is received from the Medical Director. Supervisory responsibilities include but are not limited to assigning and controlling the work of subordinate professional and non-professional staff, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises, directs and instructs other dietitians, cooks, bakers, meat cutters, kitchen and dining room helpers, and residents in the preparation, planning, cooking, and serving of meals.

Confers with Chief Cook on recipes, leftover foods, supplies, personnel and equipment problems.

Plans meals and special diets, such as dietetic, cardiac, reduction, high calorie, low iron, soft, liquid.

Ensures that portions served are satisfactory in quality and adequate in quantity and analyzes meals for mineral, vitamin, protein, fat and carbohydrate content.

Maintains health, comfort, sanitary and safety standards in the kitchens and dining rooms.

Makes rounds of subsidiary food service units and checks foods served.

Inspects and issues food supplies and supervises the storage of food.

Keeps inventories, time and production records and makes requisition for supplies and repairs.

Assists in medical research such as basal metabolism studies with responsibilities for the dietetic aspects.

Prepares and approves detailed analytical and general reports such as per capita cost analysis.

Works with the Assistant Institution Administrator in preparing estimates of supplies and equipment needed by the dietary department.

Instructs nurses and others in the theory and practice of dietetics and diet theory.

Supervises the treatment of residents in the work of the dietary unit and reports reactions and behavior.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles and practices of Dietetics, Diet Therapy, and Institutional Diet Management, including food values, costs and accounting.

Considerable knowledge of modern methods, materials and appliances used in large scale food preparation service.

Considerable knowledge of health and safety requirements and precautionary measures applicable.

Ability to:

Judge food materials and to determine conformity to requirements.

Plan meals for a large scale service and to direct quantity cooking with economy and efficiency.

Estimate food requirements for large numbers.

Keep records and to make reports.

Supervise professional and non-professional staff in the preparation of a variety of special diets, including those for the physically and mentally ill residents under special treatment.

Train and instruct cooks, kitchen and dining room helpers.

Est.: 4/10/40
Rev.: 9/3/53; 2/82
Ckd.: 1/17/68

T.C.:
Former Title(s):