

DIETITIAN 1 - SUPERVISOR

KIND OF WORK

Professional supervisory dietetic work.

NATURE AND PURPOSE

An employee in this class is responsible for either assisting a Dietitian 2 in the operation of a large-complex food service with primary responsibility for special diet preparation; or for the management of a small- or non-complex dietary unit with responsibility for menu planning, supervision of food preparation and serving, and estimating the needs and quality of food served. This employee is responsible for supervising food preparation and serving staff. Supervision includes assigning and controlling the work of subordinate staff, changing and/or modifying food preparation and distribution procedures, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations. Direction and review are received from either the Dietitian 2 or a higher-ranking administrative supervisor, but considerable latitude is afforded for independent judgment. The Dietitian 1 also receives medical supervision from the Medical Director.

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

Supervises, instructs and directs cooks, bakers, meat cutters, kitchen and dining room helpers, including patients or inmates in the preparation, cooking and serving of food.

Plans or assists in the planning of menus and special diets.

Ensures that portions served are satisfactory in quality and adequate in quantity.

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

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

Keeps inventories and production records, and makes requisitions for supplies and repairs.

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

Supervises the treatment of patients and other inmates in the work of the dietary unit and reports reactions and behavior.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Graduation from college with specialization in dietetics and nutrition.

One year of internship in an approved hospital in professional dietetic work.

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

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

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

Ability to:

Plan menus for large-scale service and to direct quality cooking, with economy and efficiency.

Judge food materials and to determine conformity to requirements.

Estimate food requirements for large numbers.

Keep records and to make reports.

Supervise, train and instruct cooks and kitchen and dining room helpers.

Est.: 7/81  
Rev.:  
Ckd.: 10/91

T.C.:  
Former Title(s):