

DIETETIC SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving responsibility for planning, directing and controlling the food service program of the facility. The work is performed under general direction of the facility administrator with leeway allowed for exercise of independent judgment in carrying out details of the work. This position furnishes advice regarding nutritional aspects of the program including those related to special or therapeutic diets. Supervision is exercised over all subordinate food service personnel such as Dietetic Technician, Cooks, Food Service Helpers and others assigned to the department; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the preparation and serving of meals for residents and employees;
Directs purchase of all food as well as necessary equipment used in food preparation and service;
Keeps records and prepares reports regarding the number and cost of meals served, inventory control, time and payroll records, etc.;
Attends and participates in meetings with other facility department heads and supervisors as required;
Oversees the care and maintenance of food service equipment;
Consults with a Dietetic Technician regarding nutritional care of and special diets for facility residents;
Inspects food preparation and serving areas to insure acceptable sanitary standards are being met;
Manages and coordinates the resources of the dietary department to achieve adequate and efficient food service at maximum cost effectiveness;
Directs in-service training programs for food service personnel and familiarizes new employees with their duties and responsibilities;
Assists the facility administrator in preparation of the dietary department budget;
Orients, evaluates and assigns employees as required for efficient and safe operation of the food service program in the facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods, materials and appliances used in large scale food preparation and service; thorough knowledge of the relationship of meals and dining to health and restorative and rehabilitative regimens; thorough knowledge of the sanitary aspects of food preparation and service; good knowledge of food values and costs; good knowledge of food cost analyses procedures; ability to plan and supervise the work of others; ability to coordinate all aspects of food service such as purchasing, preparation service and sanitation; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either

1. Currently registered as a Dietitian and one year of supervisory experience in the dietetic service of a health care facility;
OR
2. A Bachelor's Degree in dietetics, nutrition or food service management and one year of supervisory experience in the dietetic service of a health care facility; OR
3. An Associate's Degree in dietetics, nutrition or food service management and two years of supervisory experience in the dietetic service of a health care facility; OR
4. Completion of a New York State Health Department approved 90 clock hour course in food service supervision and two years of supervisory experience in the dietetic service of a health care facility under the consultative supervision of a Dietitian.

AGREED TO BY THE MUNICIPAL SERVICE DIVISION AND STATE HEALTH DEPARTMENT, APRIL 1976. BASED ON NEW YORK STATE HOSPITAL CODES.

REVISED: OCTOBER 17, 2002

CIVIL SERVICE CLASSIFICATION: COMPETITIVE