

ASSISTANT FOOD SERVICE MANAGER/DIETITIAN ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is important work in dietetics and food service management involving responsibility for assessing, planning, implementing, and evaluating a nutritional care and food delivery program for patients and residents in a long term care facility. The incumbent also assists the Food Service Manager in supervising, planning, and controlling the food service program of the facility. The incumbent is available on a regular basis to furnish advice regarding nutritional aspects of the program including those related to special or therapeutic diets. The work is carried out under the general supervision of the Food Service Manager. Supervision is exercised over Cooks and Food Service Helpers. An Assistant Food Service Manager/Dietitian Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs duties of a Food Service Manager in his/her absence, as scheduled;
- Supervises the preparation and serving of meals for patients, residents, and employees;
- Inspects food preparation and serving areas to insure acceptable sanitary standards are being met;
- Oversees the care and maintenance of food service equipment;
- Interviews patients to obtain a diet history and assess their needs against standard diet prescriptions;
- Translates patient diet prescriptions into an acceptable meal pattern;
- Counsels patients and residents regarding therapeutic diets and normal nutrition;
- Monitors patients food intake in order to determine need for adjusting patient's nutritional care plan;
- Plans food service menus and advises on purchases of food, supplies, and equipment;
- Attends and participates in meetings with Facility department heads and supervisors as required;
- Conducts in-service training programs for personnel and familiarizes new employees with their duties and responsibilities;
- Prepares a variety of records and reports related to dietary activities, patient progress records, and food preparation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the relationship between nutritional intake to health and restorative and rehabilitative medical treatment; good knowledge of the principles and practices of food preparation for individuals and large groups; working knowledge of the principles and practices of dietetics and diet therapy; working knowledge of modern principles and practices of sanitation and safety related to health care facility, food preparation and service; ability to plan and supervise the work of others; ability to follow oral and written directions; ability to keep accurate records and reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Possession of at least an Associate Degree in Nutrition, Dietary or Nutrition Technology, Food Service Administration or Management, or closely related field;

OR

B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full time experience in the large scale preparation and serving of food.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 3/24/81

Revised: 11/1/22