

ADMINISTRATIVE DIETITIAN

Work in the class involves managing and coordinating the food preparation or production operations in a hospital or institution. Work involves supervisory responsibility in food production including food procurement, storage, menu planning for the regular and wide variety of therapeutic diets, sanitation, record keeping, and staff development. This employee works closely with clinical dietitians in planning special diets or item substitution, and preparing nutritional calculations of the prepared menus. Employee works independently under the general supervision of the Food Service Director.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee is responsible for the planning of both long and short term objectives for purchasing of foodstuffs, inventory maintenance and control, menu planning operational procedures, changes, personnel, and staff development. This position is responsible for establishing plans and procedures to ensure these goals are met.

Organizing and Directing - The employee is responsible for establishing priorities, monitoring and evaluating the food production and delivery program to ensure the delivery of the proper nutrients and diets to both the clients and the institutional staff. Work involves establishing production flow, work schedules, and making dietary staff work assignments to meet the needs of the institution's population. Major decisions are discussed with the Food Service Director. Any changes in the therapeutic menu items are shared with the clinical dietitian.

Budgeting - Employee is responsible for preparing an annual projected budget for overall food production area which includes foodstuffs, equipment, staff, and training needs. Work involves monitoring the assigned allotment for the area on a monthly basis. Budget projections are reviewed, discussed, and incorporated in the Food Service Director's total department budget.

Training - Employee plans regular inservice training sessions for the food production staff. This position is responsible for evaluating the staff performance to determine the need and the effect of specific training programs. Employee prepares and develops training programs/resources, statement of justification, and arranges for staff to attend appropriate training. Training may be discussed with the Food Service Director.

Setting Work Standards - Employee develops and/or enforces the policies and procedures for the food production area, overall departmental policies, and the policies established by State Government.

Reviewing Work - Employee reviews work through occasional on-site observation, weekly consultations with supporting supervisor, and input from other dietary and medical staff.

Counseling and Disciplining - Employee is responsible for providing both consultation and guidance in accordance with established personnel policies and procedures. Employee is involved in both the formal and informal disciplinary actions. These matters are shared via consultation with the Food Service Director.

Performing Other Personnel Functions - Employee interviews applicants and makes decisions regarding hiring or terminating employees in consultation with the Director. Employee performs scheduled performance evaluations of the subordinate supervisors, and reviews and incorporates their recommendations for merit rankings of the remaining food preparation or production staff into the overall merit recommendations.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively dynamic due to the nature of the area. This position would have to react and issue proper changes in diet menus, diet patterns, preparation techniques, etc., as recommended by the dietitians or medical team, changes in food prices and quality, and other arising situations.

Variety of Work Supervised - Employee is responsible for supervising a food production area which encompasses all activities ranging from purchasing through preparation and serving to the appropriate client. This involves supervising and providing training for a wide variety of skilled individuals.

Number of Employees Responsible For - 30 to 50

III. EXTENT OF SUPERVISION RECEIVED: Employee functions relatively independently of direct supervision; however, employee receives consultation from the Food Service Director on major areas of concern. Employee attends regularly scheduled meetings with the Food Service Director and Clinical Dietitian Supervisor.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Employee is responsible for providing the service 365 days a year, three times a day, for individuals on both regular and variety of modified diets.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the accepted principles and practices of dietetics and nutrition. Considerable knowledge of the dietary requirements for a variety of special diets and allowable substitutions for various items found on regular and diet menus. General knowledge of purchasing and procuring foodstuffs, equipment, and supplies. General knowledge of methods, material, and equipment used in large-scale cooking and food service activities. General knowledge of food quantities needed to feed a relatively large number of persons and the relative cost of various food items. General knowledge of food sanitation principles, and methods of maintaining such standards in an institutional kitchen. Ability to delegate responsibility and to plan, organize, and direct the workers having a variety of skills. Ability to inspect incoming produce and meats to determine that they meet purchase order specifications.

Minimum Education and Experience - Bachelor's degree in foods and nutrition, dietetics, or related area from an appropriately accredited institution and completion of an ADA approved dietetic internship or coordinated undergraduate program with ADA Commission on dietetic registration eligibility preferred, plus one year of dietary experience, preferably in administration; or a master's degree in nutrition, institutional management, food service, or dietetics from an appropriately accredited institution with the ADA commission on dietetic registration eligibility preferred; or an equivalent combination of education and experience.

Administering the Class - Candidates should provide documentation from their respective university or college certifying Commission eligibility and/or indicating completion of an ADA approved dietetic internship. If Commission registered, candidates may provide registration number.