

DIETETIC SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for planning, directing and controlling food production for the Golden Hill Health Care Center. The work is performed under the direction of the Food Service Manager with leeway allowed for the exercise of independent judgment in carrying out the details of the work. A Dietitian furnishes advice regarding the nutritional aspects of the program including those related to special or therapeutic diets. Supervision is exercised over all subordinate food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises the preparation and service of meals for residents and employees;

Directs the purchase of all food and equipment used in food preparation and service;

Maintains records and prepares reports regarding the number and cost of meals serviced, inventory control, time and payroll records, etc.;

Oversees the care and maintenance of food service equipment;

Inspects food preparation and service areas to ensure 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;

Orients, evaluates and assigns employees as required for efficient and safe operation of the food service program in the Golden Hill Health Care Center.

FULL PERFORMANCES KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern methods, materials and appliances used in large scale food preparation and service; good knowledge of the sanitary aspects of food preparation and service; good knowledge of food values and cost; good knowledge of menu planning; 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; ability to establish and maintain effective working relationships with others; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an associate's degree in a field which relates to food service, dietetics and/ or nutrition and one year of full-time paid, or its' part-time equivalent, experience in the preparation of food and related activities (i.e.: menu planning, ordering supplies, etc.); **OR**
- B. Possession of an associate's degree from a culinary school and two (2) years of the above experience; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of the above experience; **OR**
- D. An equivalent combination of training and experience as indicated above.

ULSTER COUNTY
2510 DIET SRV S
Classification: Competitive
Grade: 14
Union: CSEA

Revised: August 3, 1984
Revised: December 12, 1994
Revised: November 25, 1997