

## SENIOR DIETITIAN

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director - Food Services and the Food Service Managers, incumbents of this class are responsible for a specific unit of the Food Service Division. Responsibilities may be therapeutic, as for In-and-Out Patient Units; or in education, as for instruction of student nurses in structured curriculum, and instruction of non-professional dietary employees in an In-Service Education Program; or in food production and service. Supervision is exercised over a substantial number of dietary employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Consults with superiors in the Division and other Senior Dietitians in order to coordinate activities of the specific unit with the total dietary program;

Plans cycle menus nutritionally adequate for patients and staff;

Modifies menu plans to meet medical nutrition requirements;

Supervises the operation of a large kitchen;

Supervises the service of food to patients and staff;

Requisitions food, supplies and equipment necessary for dietary operation;

Inspects food, supplies, and equipment for quantity and quality upon delivery;

Establishes standards for preparation and service of food;

Requests repairs and replacement of equipment;

Assists in preparing the budget for the Division;

Supervises the orientation and training of employees;

Evaluates work performance of employees and makes recommendations for them;

Interviews applicants for employment;

Inspects food production and service equipment for proper cleaning and maintenance;

Prepares time schedules and maintains time records to insure necessary work assignments for various shifts;

Instructs patients requiring normal and therapeutic nutrition counseling in the out-patient Nutrition Clinic;

EXAMPLES OF WORK: (Cont'd)

May plan, coordinate, supervise and evaluate the Dietetic Intern Program which includes Dietetic Interns, Dietetic Technicians and other students;

May direct and coordinate the quality assurance function for the Food Services Division to identify and make recommendations to correct problem areas which affect patient care;

Develops patient educational materials, maintains and updates Medical Center's diet manual with assistance from other staff members;

Coordinates the staff development program for Registered Dietitians and Registered Dietetic Technicians;

Prepares in-service presentations for Dietary Aides;

Participates in supervising dietitians, dietetic technicians, and dietary aides in the absence of the Associate Director.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of and the ability to interpret the principles of dietetics and of nutritional standards; working knowledge of evaluation standards and techniques for employees; ability to demonstrate efficiency and economy in imparting professional knowledge to the medical team, students and employees; ability to plan and supervises the work of others; ability to communicate effectively both orally and in writing; ability to work well with others; initiative; resourcefulness; integrity; thoroughness; dependability; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Registration by the American Dietetics Association as a Registered Dietitian and either: (a) three years experience as a Dietitian, one year of which must have been in a supervisory and/or administrative position; or (b) A Master's Degree\* in Dietetics, Food and Nutrition or Institutional Food Management and two years of experience as a Dietitian; or (c) a satisfactory equivalent combination of the foregoing training and experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post secondary degree granting institution.

West. Co.  
J.C.: Competitive

Job Class Code: C0941  
Job Group: XI