

## ASSISTANT DIETETIC SUPERVISOR

131-A

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the management and supervision of a food service program for a residential/health care facility. Incumbent will be in charge of the food service operation when the Dietetic Services Supervisor is not present. Work is performed under general supervision with leeway for independently performing job tasks. Supervision is exercised over other staff assigned to the kitchen.

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.*

Assists in supervising the preparation of meals for patients and employees;

Assists in the ordering and purchase of food and equipment used in food preparation and distribution;

Assists in preparing and maintaining records and reports regarding the number and cost of meals served, inventory control, and other aspects of the food service operation;

Oversees the care and maintenance of food service equipment;

Assigns work, directs and supervises the work of others involved in the preparation/distribution of food or in other aspects of the food service operation.

Assists in cooking, preparing foods, baking, and such other tasks as are necessary to the operation of the kitchen;

Orients and evaluates employees as required for efficient and safe operation of the food service Program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of modern methods, materials and appliances used in large scale food preparation and service; Good knowledge of the relationship of meals and dining to health and restorative and rehabilitative regimens; Good knowledge of the sanitary aspects of food preparation and service; Good knowledge of food values and costs; Good knowledge of food cost analysis procedures; Ability to plan, supervise and direct the work of others; Ability to assist in coordinating all aspects of food service such as purchasing, preparation, service and sanitation; and Ability to follow oral and written directions.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate degree in dietary or nutrition technology, food service administration or management; or
- (B) Completion of a New York State Health Department approved 90 clock hour course in food service management experience in a health care facility under consultative supervision of a Dietitian; or
- (C) An equivalent combination of training and experience as indicated in A and B above acceptable to the New York State Department of Health.

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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 Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Retyped into Microsoft Word on 6/2/04  
Revised in Classplan: 10/6/2022  
Revised and Replaced in Classplan: 10/4/2024 (Edu)

---

Y:\CLASPLAN\Assistant dietetic supervisor.doc  
Last Reviewed: August 26, 1977  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A