

DIETETIC SERVICE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, directing and controlling the food service program in a health care facility. The work is performed under general direction of the Dietitian with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over all subordinate food service personnel, such as cooks, food service helpers and others assigned to the department.

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 employees engaged in the preparation and serving of meals for residents/registrants and employees to assure that menus are followed as written and work is carried out as scheduled;

Directs purchase of all food as well as necessary equipment used in food preparation and service;

Keeps records and prepares reports regarding the number and cost of meals served, inventory control, work schedules and payroll records;

Checks deliveries for quantity and quality;

Assists with recruitment, interviewing and hiring of new and prospective employees;

Counsels staff regarding work related issues, disciplinary problems, tardiness, etc.;

Attends and participates in meetings with other facility department heads and supervisors as required;

Oversees the care and maintenance of food service equipment;

Consults with Dietitian regarding nutritional care of and special diets for facility residents/registrants;

Inspects food preparation and serving areas to insure acceptable sanitary standards are being met;

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Manages and coordinates the resources of the dietary department to achieve adequate and efficient

food service at maximum cost effectiveness;

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

the kitchen;

Directs in-service training programs for food service personnel and familiarizes new employees with

their duties and responsibilities;

Conducts departmental meetings for cooks and food service helpers;

Assists the facility administrator in preparation of the dietary departmental budget;

Orients, evaluates and assigns employees as required for efficient and safe operation of the food

service program in the facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

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

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in a food service, dietetics or nutrition field and one (1) year of food service administration or management experience in an institutional setting;
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's Degree in a food service, dietetics or nutrition field and three (3) years of food service administration or management experience in an institutional setting; or
- (C) Completion of a New York State Health Department approved 90 clock hour course in food service supervision and four (4) years of food service management experience in an institutional setting under consultative supervision of a Dietitian; or
- (D) Graduation from high school or possession of a high school equivalency diploma and five (5) years of food service administration or management experience in an institutional setting; or
- (E) An equivalent combination of training and experience as indicated in (A), (B), (C) and (D) above.

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.

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