

DIETETIC SERVICES ASSISTANT

131-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the day to day clerical functions of a food service program for a residential/health care facility. Incumbent will perform varied work which require the exercise of independent judgment and a general understanding of procedures and policies relating to food service programs. The incumbent works under the general supervision of the Dietetics Services Supervisor.

TYPICAL WORK ACTIVITIES: TYPICAL: *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.*

Maintains diet rosters;

Maintains food cart diet stickers;

Completes diet cards as prescribed by physician;

Inputs and maintains information, such as resident names, diets and nourishments, in established data base;

Inputs bids into data base;

Processes, sorts, indexes, records and files a variety of records and reports;

Maintains required files;

Assists Dietetics Services Supervisor and Assistant Dietetics Services Supervisor in maintaining policy and procedure, and diet manuals;

Maintains inventory of supplements, enteral feedings and supplies;

Maintains snack and nourishment books;

Prepares and maintains a variety of records and reports;

May conduct routine correspondence on matters where policies and procedures are well defined.

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

TERISTICS: Thorough knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; working knowledge of modern methods, materials and appliances used in large scale food preparation and service; working knowledge of the relationship of meals and dining to health and restorative and rehabilitative regimens; ability to understand and carry out oral and written instructions; ability to get along with others; ability to write legibly; clerical aptitude; mental alertness; accuracy; good judgement, tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and three years of full-time paid experience involving responsibility and knowledge of food service;
- OR
- (B) Four (4) years' experience as described in (A) above; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Last Reviewed: 03/08/99
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A