

ASSISTANT TO FOOD SERVICE MANAGER - WESTCHESTER COUNTY MEDICAL
CENTER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Food Service Manager, the incumbent is responsible for supervising and participating in the technical dietetic and nutritional care to patients for the Westchester County Medical Center of Ruth Taylor Institute. Supervision is exercised over number of food service personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and coordinates the daily tasks of food service personnel to ensure continued and quality care of patients;

Trains and evaluates staff, schedules assignments, reviews work and approves time and leave;

Secures and evaluates diet history records;

Interprets physician's routine diet orders and modifies diet according to pattern;

Visits patients routinely to evaluate nutritional care and to ascertain patient satisfaction and follows-up on patients' progress;

Provides assistance in menu selection;

Checks menus selected by the patient to insure accuracy;

Requisitions food, supplies and equipment necessary for dietary operation;

Plans and supervises nourishments and between meal servings;

Assists with diet instructions to patient and family;

Teaches individuals or group classes on food purchasing, storage and preparation;

Spot checks food preparation operations to insure standards of quality and sanitation are maintained.

Consults routinely with dietitians in the care of the patient.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of dietetics and of nutritional standards; good knowledge of therapeutic diets and ability to implement the service of same; ability to plan and supervise the work of others; ability to get along well with others; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) Bachelor's Degree* including courses in the areas of foods, nutrition, and institutional food management, dietetics, and one year of experience in institutional food service or nutrition or dietetics; or (b) An Associate's Degree* including courses in the areas stated in (a) and two years experience as stated in (a).

SPECIAL REQUIREMENTS: An incumbent must be certified as a Dietetic Technician by the American Dietetics Association at the time of appointment from the eligible list.

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

West. Co.
J. C.: Competitive
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Job Class Code: C2446
Job Group: VIII