

Jurisdictional Class: Competitive  
Adopted: August 2, 1985  
Revised: May 11, 2010

**DIETETIC SERVICE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, directing, and controlling the food service program of the Skilled Nursing and Health Related Facility. The work is performed under general direction of the Nursing Home Administrator with wide leeway allowed for exercise of independent judgment in carrying out details of the work. A dietitian is available on a consultant basis to furnish advice regarding nutritional aspects of the program including those related to special or therapeutic diets. Supervision is exercised over all subordinate food service personnel such as Cook/Managers, Cooks, Food Service Helpers, Dietary Aides, and others assigned to the department. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises the preparation and serving of meals for patients, residents, and employees;  
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, time and payroll records, 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 a Dietitian regarding nutritional care of and special diets of facility patients;  
Inspects food preparation and serving areas to insure acceptable sanitary standards are being met;  
Manages and coordinates the resources of the dietary department to achieve adequate and efficient food service at maximum cost effectiveness;  
Directs in-service training programs for food service personnel and familiarizes new employees with their duties and responsibilities;  
Assists the Nursing Home 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 KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern methods, materials, and appliances used in large scale food preparation and service;  
Thorough knowledge of the relationship of meals and dining to health and restorative and rehabilitative regimens;  
Thorough 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 and supervise the work of others;  
Ability to coordinate all aspects of food service such as purchasing, preparation, service, and sanitation;  
Ability to follow oral and written directions.

## Dietetic Service Supervisor

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in dietary or nutrition technology, food service administration or management and two (2) years of food service management experience in a health care facility; or
- (b) Four (4) years of progressive food service experience in a health facility with at least two (2) years experience in a supervisory position; or
- (c) An equivalent combination of training and experience as indicated in (a) and (b) above.

**NOTE:** A Bachelor's Degree in dietetics, nutrition or food service management can be substituted for the required food service management experience in (a).