

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** DIETARY SERVICES SUPERVISOR **GRADE:** 14

**TITLE ABBREVIATION:** DIETARY SER SUPV **TITLE NO.:** 6321

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** SM **FLSA CODE:** NE

**DEPARTMENT:** RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** DIETARY

**SUPERVISOR'S TITLE:** COMMISSIONER OF RHCS

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising the efficient operation of the dietary program for the employees and residents of the Orange County Residential Health Care Facility. The work also involves responsibility for meeting the high degrees of sanitary and quality standards, mandated by the New York State Health Department, and for the preparation, delivery, and final presentation of all foods. Work is performed under the supervision of the Commissioner of Residential Health Care Services with leeway allowed to exercise independent judgment. Direct supervision is exercised over assigned subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises kitchen operations, monitors food quality of regular and therapeutic meals, revises and develops recipes accordingly;
2. Participates in regular conferences with the Dieticians in fulfilling the obligation and responsibility of supervising the kitchen;
3. Develops and monitors the Continuous Quality Improvement program relating to departmental standards and practices;
4. Prepares and updates a four-week cycle menu on a seasonal basis of regular and modified diets for residents and staff;
5. Advises on the purchase of food and equipment, and assures that food is stored and used in accordance with economic, sanitary, and nutritionally sound standards; checks deliveries for quantity and quality;
6. Checks equipment and all food preparation and service areas for adequate running order and cleanliness;
7. Participates in the in-service education program for the orientation, training, and supervision of food service employees;
8. Delegates responsibilities and establishes schedules of employees to ensure sufficient staffing for operation of the dietary program, providing employees with supervision, training, monitoring of leave usage and work performance;

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9. Monitors master food and non-food order sheets, makes food and non-food inventories, and requisitions supplies for use in meal preparation;
10. Investigates and responds to resident and/or family food service concerns or complaints and takes corrective action;
11. Maintains meal tallies, special diet counts, recording of diet information for assigned shift and related simple bookkeeping procedures;
12. Uses computer applications such as spreadsheets, word processing, or other database systems to prepare and maintain a variety of reports and records related to dietary and food management services;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of modern methods of large scale food preparation and service; working knowledge of the principles of dietetics; knowledge of laws, rules and regulations as they relate to food services management; skill using computer applications; ability to supervise the work of others in the performance of food service and sanitation duties; ability to make clear and concise written and verbal reports; ability to maintain personnel and inventory records; ability to follow oral and written instructions; ability to establish and maintain an effective work relationship with peers, supervisors and subordinate staff; initiative; resourcefulness; orderliness; cleanliness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Associate's Degree or higher in Culinary Arts, Food Service Administration or a related field and one (1) year of supervisory experience involving food preparation, menu planning, sanitation and safety practices; OR
- (B) Graduation from high school or possession of high school equivalency diploma, possession of a Certified Dietary Manager Certificate and two (2) years experience as outlined in (A) above.

**NOTE:** Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.