

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF DIETARY SERVICES **GRADE:** 16

**TITLE ABBREVIATION:** DIR DIET SERVS **TITLE NO.:** 6335

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** OA **FLSA CODE:** PR

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

**SUPERVISOR'S TITLE:** COMMISSIONER RESIDENTIAL HEALTH CARE SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** This is important professional work responsible for coordinating and supervising the nutritional, dietary and food management services in the Orange County Residential Health Care Facility. The work is performed in accordance with established policies and procedures and involves assuring that high standards of food preparation service and sanitation are maintained in conjunction with a sound nutritional program for residents. Work is performed under the general supervision of the Deputy Commissioner of Residential Health Care Services with wide latitude for independent judgment in professional areas. Supervision is exercised over the work of Dietitians, Dietary Service Supervisors, and their respective staffs. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Supervises and evaluates the work of dietitians and food service personnel; delegates responsibilities and ensures sufficient staffing for the complete operation of the dietary program;

Maintains the Diet Manual and updates policy and procedure manuals relative to food storage, preparation and service;

Consults with Dietitians to ensure menus meet the nutritional needs of residents in accordance with dietary allowances that meet generally recognized standards of care and shall take into account the cultural background and food habits of residents;

Develops and monitors the Continuous Quality Improvement program relating to departmental standards and practices;

Prepares and updates a four-week cycle menu on a seasonal basis of regular and modified diets for residents and staff;

Participates in resident care conferences and confers with medical staff relative to the nutritional and dietary plans for residents;

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;

Provides in-service training to division staff and other facility personnel;

Oversees the preparation and delivery of food in facility kitchen ensuring that food is prepared and served by methods that retain nutrients and inhibit growth of micro-organisms;

Counsels residents and their families regarding therapeutic diets and dietary and nutritional instruction;

Investigates and responds to resident and/or family food service complaints and takes corrective action;

Uses computer applications such as spreadsheets, word processing, email, calendar, or other database applications to prepare and maintain a variety of reports and records related to dietary and food management services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of dietetics and dietary therapy; thorough knowledge of modern methods and materials used in large scale food preparation and service; thorough knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative treatment; good knowledge of how various disease states and medical regimen alter nutritional needs; ability to organize and direct food management services efficiently, effectively and economically; ability to follow oral and written directions; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to train and teach others in area of food service; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Bachelor's Degree (or higher) in nutrition or dietetics related field and one (1) year of paid experience in identification of dietary needs, planning and implementation of a dietary program in a health care setting; OR
- (B) Possession of an Associate's Degree in nutrition or dietetics related field and three (3) years of paid experience as outlined in (A) 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 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.