

**DUTY STATEMENT  
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

<b>PART A</b>	
<b>Position No:</b> 575-222-2169-004 (Perm., Half time)	<b>Date:</b>
<b>Class:</b> Dietetic Technician	<b>Name:</b>
<p>Under the direction of the Assistant Director of Dietetics, the Dietetic Technician is responsible for assisting the Registered Dietitians and the Food Service Supervisor with the nutrition care of the Residents; lead tray-line staff by ensuring proper standards are being followed for the serving of food; assist with nutrition care by obtaining subjective and objective resident information including diet history, tolerance &amp; acceptance of diet; utilize computerized database for resident meal planning, recipe &amp; nutrition analysis; develop and present training programs for food service staff; keep records and prepare reports. Duties include, but are not limited to the following:</p>	
Percentage of time performing duties:	<b>ESSENTIAL FUNCTIONS</b>
50%	Instruct and lead Food Service Technicians on tray line and food preparation; ensure proper standards are being followed for the serving of food; supervise portion control; train and instruct in serving methods and sanitation standards; monitor therapeutic diets for conformance to diet orders and quality standards; utilize computerized database for resident meal planning, recipe, and nutrition analysis; maintain nutrition information in the Geri-Menu; receive diet order slips from fax, phone or computer in the kitchen office; process diet orders and review for accuracy; request clarification from the Dietitians and Unit staff. Enter diet order information in the Geri-Menu computer menu system as needed; update daily preferences and substitutions lists; verify and/or correct Geri-Menu resident profile information; prepare and organize tray tickets.
30%	Participate in the nutritional care of the residents by obtaining subjective and objective information for the nutrition assessments; obtain and utilize diet history information in planning nutritional care; calculate nutrient intake and diet patterns through personal observation; assist in the identification of nutritional needs and records response to nutritional treatment. Provide resident education; attend interdisciplinary team meetings as needed; analyze situation accurately and adopt an effective course of action.
15%	Assist in development and presentation of training programs and procedures; gather data for use in evaluating food service systems. Participate in department quality assurance activities; attend meetings and training classes as required and assigned. Keep records and prepare reports. Serve as relief for Food Service Supervisor's clinical duties.
<b>NON-ESSENTIAL FUNCTIONS</b>	
5%	Other related duties as assigned.

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<b>PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS</b>					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
<b>VISION:</b> Supervise serving of food; instruct & train staff; maintain safety and sanitation standards; nutrition assessment; utilize computer database, keep records.					X
<b>HEARING:</b> Listen by telephone or in person to staff, residents, visitors & vendors; meetings and in-services.					X
<b>SPEAKING:</b> Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
<b>WALKING:</b> Supervision of meal service, lead tray-line, obtaining nutrition information; conduct inspections.			X		
<b>SITTING:</b> Operate computer, answer telephone, evaluate performance, attend meeting and in-services, nutrition assessments, keep records & make reports.			X		
<b>STANDING:</b> Tray-line; inspect for safety and sanitation purposes.			X		
<b>BALANCING:</b>		X			
<b>CONCENTRATING:</b> Organize food preparation and service, instruct and train staff, use computerized database, make reports.					X
<b>COMPREHENSION:</b> Understand the needs of the residents, special diets; safety and sanitation standards, nutrition assessments, in-service training, P&P.					X
<b>WORKING INDEPENDENTLY:</b> Must be able to work independently.					X
<b>LIFTING UP TO 10 LBS</b>			X		
<b>LIFTING 10-25 LBS</b>		X			
<b>LIFTING UP 25-50 LBS</b>		X			
<b>FINGERING:</b> phone, equipment, computer, fax, copier				X	
<b>REACHING:</b> Inspect, reach for charts.		X			
<b>CARRYING:</b> dishes, equipment, charts & papers.		X			
<b>CLIMBING:</b>		X			
<b>BENDING AT WAIST:</b> serve food, inspect		X			
<b>KNEELING:</b> during inspections & to pick up charts.		X			
<b>PUSHING OR PULLING:</b> carts and equipment		X			
<b>HANDLING:</b> food, supplies, papers		X			
<b>DRIVING:</b>		X			
<b>OPERATING EQUIPMENT:</b> telephone, computer, copy machine, fax machine, kitchen equipment		X			
<b>WORKING INDOORS:</b> Mainly inside building					X
<b>WORKING OUTDOORS:</b> walk to other buildings		X			
<b>WORKING IN CONFINED SPACE:</b> office , storage room, file room, etc.			X		

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resources signature \_\_\_\_\_ Date \_\_\_\_\_