

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

	RPA #	Position Control Approval: DF	Date: 11/6/25
Employee Name	Division Hospital Administrator		
Position No / Agency-Unit-Class-Serial 455-548-2175-XXX	Unit Nutrition Services		
Class Title Dietetic Technician (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R20	Work Week Group 2	Class Ranges N/A

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Responsible for assisting Registered Dietitians in the development and implementation of nutritional care plans for the client/patient population in the State Hospitals; monitoring client/patient tolerance and acceptance of the diet; developing and presenting training programs for food service/hospital staff and hospitalized patients when assigned; and other related work.

50%	<p>Process and integrate diet orders per departmental policy. Includes: Prepare weekly diet menus for review by RD. Monitor need for and complete all diet menu changes. Process diet orders into Diet Line, Regular Line, and special nourishment instructions. Compose special modified diet slips for diets not listed on the diet menu. Maintain patient diet kardexes. Process related data such as movement sheets and renewals. Prepare and distribute required production/presentation forms, e.g., Special Order Sheets and tally of special nourishment items. Complete data entry into foodservice software system (e.g. Computrition).</p> <p>Participate in procurement duties: Maintain and monitor inventory of food and supplies. Complete quarterly physical inventory and reconcile with perpetual balance. Maintain contact with Nutrition Services Procurement Manager, Kitchen and Dining Room Supervisors and hospital's Procurement Office Buyer regarding over/under stocked food/supplies. Prepare amendments and/or revised delivery schedules as needed. Contact vendors when delivery/product discrepancies occur. Review new state contracts and alert Procurement Manager of any changes, e.g., products removed or contracts not renewed that affect the menus and/or ordering. Evaluate food/supply usage figures quarterly and determine/document average monthly usage to ensure accurate ordering. Prepare purchasing packets, product specifications and delivery schedules needed for food/non-food orders; forward to Procurement Manager for review. Determine quantities needed and place twice-weekly miscellaneous food orders online. Assist Procurement Manager as directed.</p>
25%	<p>Provides support to the Clinical Dietitians. Tasks include:</p>

	<p>Effectively communicate nutritional information. Example: respond to all incoming clinical calls/inquiries and follow through as needed, including referrals to the dietitians. Maintain current census information for new admission and acute infirmity patients. Maintain required clinical records. This includes maintaining/entering ongoing menu analysis data and preparing periodic reports and tallies, e.g., statistical diet report and nourishment tally. Perform miscellaneous clerical responsibilities/tasks within the diet office as outlined in clinical policies/procedures. When assigned, assist with nutritional screening activities of the hospitalized patients, e.g., interviews, assessment of those at low-risk nutritional status type, meal observations, and basic nutrition education. Assist with nutrition education classes for hospitalized patients and/or hospital staff, when assigned.</p>
20%	<p>Participate in performance improvement and other activities. This includes: Monitor and help coordinate the provision of modified diets. Includes: Monitor meal service. This includes Diet Line monitoring and checking trays for accuracy; correcting errors; allowing alternate foods as appropriate; offering subs as needed; confirming special items are dispensed; maintaining and processing patient diet attendance records; monitoring on-unit and Regular Line service; and reporting concerns as needed.</p> <p>Act as consult to Nutrition Services staff on technical aspects of preparing and serving modified diets and nourishments including Diet Line, Regular Line, and on-unit service. Examples: responding to concerns from staff and patients and/or referring to the dietitian whenever appropriate; and orienting new Presentation staff to technical aspects of meal service. Assist with maintaining food quality. Taste-test assigned meals and report concerns e.g., food quality, portion sizes, temperatures, preparation or service procedures. Enter data and maintain accurate nutrition records in the nutrition software program including menus, nourishments, recipes, nutrient analysis and food/supply inventory, etc. Implement facility and department mission, goals, and objectives. Follow all established policies/procedures.</p> <p>Evaluate activities pertaining to work assignment and make recommendations for work improvement. This may include participation in projects planning/implementation and management of a clinical responsibility, e.g., Diet Office Reference Binder. Assist in the orientation of new clinical staff and, as directed, provide in-service training. Works with dietetic interns as needed.</p> <p>Assist with other Performance Improvement monitoring.</p> <p>Implement facility and department mission, goals, and objectives. Follow all established policies/procedures. Assist with updating manuals, e.g., Nutrition Services Policy and Procedure Manual, and the Sanitation and Equipment Manual, when assigned.</p> <p>Maintain/update filing system for department purchase orders/State contracts, equipment purchase binder, vendor information, Property/Equipment Inventory, and current SDS information.</p>

<p>5%</p>	<p>Other Safety/Security/Infection Control/Emergency Response. Maintain requirements for safety, security, infection control, emergency response, and a non-hostile work environment.</p> <p>Examples: Adhere to infection control and health/hygiene standards such as hand washing, glove usage, personal hygiene, standard universal precautions, report infectious or communicable diseases, complete annual health review in birth month, dress code; no smoking/tobacco/etc. on grounds; visually inspect the work area for safety alerts; report concerns/write work orders; follow body ergonomics/safety precautions; read/follow equipment operating/procedural instructions; use chemicals/protective equipment per Safety Data Sheets (SDS) Manual; adhere to relationship security requirements; maintain professional boundaries with patients; apply training in Therapeutic Strategies & Interventions (TSI); report patient adverse behavior/document as needed for the clinical record; control contraband; immediately report missing contraband; maintain secure work areas; implement role during “red light” emergencies; report to work as scheduled or directed during hospital or community emergencies/implement role/participate in alternate feeding plans; participate in mandatory drills and shakedowns; respond in emergencies, e.g., fire, chemical spills, etc.; during lockdowns, perform duties as assigned throughout hospital inside secured area, maintain a non-hostile non-disruptive work environment: read and adhere to requirements in nondiscrimination, sexual harassment prevention, codes of conduct, patient rights, abuse prevention, treatment of others with professionalism, respect, and courtesy.</p> <p>Accomplish various safety activities for Nutrition Services. Examples: chair department safety meetings and/or participate in hospital safety committee meetings, with assistance/direction from the Safety Manager; document activities (minutes, reports, etc.); investigate and complete injury reports; ensure the Safety Data Sheets (SDS) are currently maintained; and submit recommendations for revisions to Safety Manager.</p>
<p>Other Information</p>	<p>Supervision Received: Assigned Dietetics Assistant Director</p> <p>Supervision Exercised: None</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Principles, practices and theories of nutrition and dietetics; methods of planning, preparing and serving food to a large number of persons; special dietary requirements of mentally or developmentally disabled persons; and other client groups.</p> <p>ABILITY TO:</p>

Apply the principles and practices of nutrition and dietetics; communicate nutritional data to the health care team and food service employees; keep records and prepare reports; analyze situations accurately and adopt an effective course of action.

REQUIRED COMPETENCIES

ANNUAL HEALTH REVIEW

All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.

CPR

Maintain current certification as indicated by local facility.

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

SITE SPECIFIC COMPETENCIES

Applies knowledge of nutritional principles and correct protocols in processing diet orders.

	<p>Applies knowledge of modern office methods including programs for word processing and organizing/reporting/tabulating data; nutrient analysis; and other nutrition services-related software. Effectively interfaces with Nutrition Services and hospital staff to promote the timely and accurate provision of modified diets, and other services.</p> <p>TECHNICAL COMPETENCIES Applies knowledge of clinical nutrition therapy in a psychiatric setting. Applies and demonstrates knowledge of office equipment operation and maintenance, e.g., computer, fax, and copier.</p> <p>LICENSE OR CERTIFICATION N/A</p> <p>TRAINING CATEGORY - 3 The employee is required to keep current with the completion of all required training.</p> <p>PHYSICAL DEMANDS – See attached</p> <p>WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.</p>

	<p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____</p> <p>Employee Signature _____ Date</p>
	<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____</p> <p>Supervisor's Signature _____ Date</p> <p>_____</p> <p>Reviewing Supervisor's Signature _____ Date</p>

**Physical Requirements of Position
Dietetic Technician (2175)**

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public		X				
With inmate, patients, or clients				X		
With co-workers				X		
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Running	X					
Walking			X			
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)		X				
Reaching (below shoulder)		X				
Pushing & Pulling		X				
Power Grasping	X					
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)		X				
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					