

DUTY STATEMENT
DSH3002 (Rev. 04/2026)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division Department of State Hospitals			
Position No / Agency-Unit-Class-Serial		Unit Nutrition Services			
Class Title Dietetic Technician (Safety)		Location Patton			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID 20	Work Week Group: 2	Pay Differential	Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direction of the Dietetics Assistant Director the Dietetic Technician is responsible for assisting Registered Dietitians (RD) in the development and implementation of nutritional care plans for the patient population; monitors patients tolerance and acceptance of the diet; observes meal service; develop and present training programs for food service staff; operates Computation computer software for patient and food production reports and other related work.					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).				
40%	Office Responsibilities Receives and coordinates the transcription and the implementation of the physician ordered modified diet prescriptions with the RD and food service staff. Communicates diet orders, modified meal service and/or meal set up instructions to warehouse, main kitchen, and cafeterias. Generates, processes, and distributes a variety of food production and patient reports to warehouse, main kitchen, cafeterias, and RDs. Assists in processing special meal functions including identifying dietary alternatives and completing diet order breakdowns. Observes compliance with hospital and departmental policies and procedures. Participates in quality improvement activities. Attends and contributes to Nutrition Services Department meetings.				
35%	Food Service Observation Monitor therapeutic diets for conformance to quality standards and dietary prescription. Observes the service of meals and ensure proper standards are being followed. Provides education by developing, implementing, evaluating, and revising teaching materials and audio/visual aids related to food service. Assists with volunteers and dietetic interns in various activities promoting meaningful experiences. Gather data for use in evaluating food service systems Participates in special projects as assigned.				
25%	Interpersonal Relationships Maintains and promotes professional and effective working relationship with patients, employees within the department and employees from other				

	<p>departments/agencies within or outside the department of Nutrition Services or hospital.</p> <p>Communicates with various Nutrition Service staff daily concerning areas of clinical nutrition, foodservice presentation, foodservice production, and/or clerical.</p> <p>Communicates with level of care staff regarding patients' nutritional needs and diet orders.</p>
<p>Required Competencies</p>	<p>SUPERVISION RECEIVED: The Dietetic Technician is under the supervision of the Dietetics Assistant Director.</p> <p>SUPERVISION EXERCISED: None.</p> <p>ABILITY TO: 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; present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work..</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; 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.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of various computer programs including Computrition, Microsoft 365 (Teams, Word, Excel, Outlook). Proficient in usage of desktop computers, and accompanying equipment, such as printers, faxes, scanners.</p> <p>ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.</p> <p>HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.</p> <p>THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy.</p>

	<p>CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.</p> <p>RELATIONSHIP SECURITY: Demonstrates 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.</p>
License or Certification	NOT APPLICABLE.
Training	The employee is required to keep current with the completion of all required training.
Other Information	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.</p> <p>The employee is required to work any shift and schedule in a variety of settings and security areas 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. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</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>Dietetic Technician Print Name Date (Employee Signature)</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>Dietetics Assistant Director Print Name Date (Supervisor Signature)</p>

