

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED	
DATE LAST REVIEWED October 1, 2026	FOOD AND NUTRITION SERVICES	FOOD SERVICES		
CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)		
DIETETIC TECHNICIAN	DIETETIC TECHNICIAN	575-222-2169-004		
WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE	
VHC – CHULA VISTA	VARIES	PERMANENT	FULL-TIME	
INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID	
VACANT	No	2	R20	
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 & acceptance of diet; utilize computerized database for resident meal planning, recipe & 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:				
% of time performing duties	ESSENTIAL FUNCTIONS			
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 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.			
NON-ESSENTIAL FUNCTIONS				
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.			

OTHER

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. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Supervise serving of food; instruct & train staff; maintain safety and sanitation standards; nutrition assessment; utilize computer database, keep records.					X
HEARING: Listen by telephone or in person to staff, residents, visitors & vendors; meetings and in-services.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Supervision of meal service, lead tray-line, obtaining nutrition information; conduct inspections.			X		
SITTING: Operate computer, answer telephone, evaluate performance, attend meeting and in-services, nutrition assessments, keep records & make reports.			X		
STANDING: Tray-line; inspect for safety and sanitation purposes.			X		
BALANCING:		X			
CONCENTRATING: Organize food preparation and service, instruct and train staff, use computerized database, make reports.					X
COMPREHENSION: Understand the needs of the residents, special diets; safety and sanitation standards, nutrition assessments, in-service training, P&P.					X
WORKING INDEPENDENTLY: Must be able to work independently.					X
LIFTING UP TO 10 LBS:			X		
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Phone, equipment, computer, fax, copier				X	
REACHING: Inspect, reach for charts.		X			
CARRYING: Dishes, equipment, charts & papers.		X			
CLIMBING:		X			
BENDING AT WAIST: Serve food, inspect		X			
KNEELING: During inspections & to pick up charts.		X			
PUSHING OR PULLING: Carts and equipment		X			
HANDLING: Food, supplies, papers		X			
DRIVING:		X			

OPERATING EQUIPMENT: Telephone, computer, copy machine, fax machine, kitchen equipment		X			
WORKING INDOORS: Mainly inside building					X
WORKING OUTDOORS: Walk to other buildings		X			
WORKING IN CONFINED SPACE: Office, storage room, file room, etc.			X		

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	EMPLOYEE SIGNATURE	DATE
SUPERVISOR STATEMENT: <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR NAME (Print)	SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES NAME (Print)	HUMAN RESOURCES SIGNATURE	DATE

REV. 10/2026