**DUTY STATEMENT**
DSH3002 (Rev. 01/2020)

California Department of State Hospitals

*Box reserved for Personnel Section*

| RPA # | Position Control Approval: DF | Date: 11/6/25 |
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| **Employee Name** | **Division** Hospital Administrator | | |
| **Position No / Agency-Unit-Class-Serial** 455-548-4870-902 | **Unit** Nutrition Services | | |
| **Class Title** Student Assistant (Diet Office) | **Location** Atascadero State Hospital | | |
| **Subject to Conflict of Interest** ☐Yes ☒No | **CBID** E | **Work Week Group** 2 | **Class Ranges** A-D |

**MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

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

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| 50% | Diet Order Processing. Prepare weekly diet menus. Complete diet menu changes. Process diet orders into Diet Line, Modified Sack Lunch, Regular Line, and special nourishment instructions, including renewal orders. Compose special modified diet slips for unique diets. Maintain patient diet kardexes. Prepare and distribute required production/presentation forms, e.g., Special Order Sheets and tally of special nourishment items.Complete data entry into foodservice software systems (e.g. Computrition). |
| 20% | Check accuracy of modified diet trays for all meals. Offer substitutes as needed. Maintain patient attendance records. Consultant to Nutrition Services staff regarding modified diets during and in between meal service/sack assembly tray line/regular tray line/on unit meal service. Taste-test assigned meals. Maintain accurate nutrition records |
| 15% | Communicate nutritional information. Maintain current census information. Miscellaneous clerical responsibilities/tasks within the diet office. |
| 15% | Provide training to food service staff as assigned. Evaluate activities pertaining to work assignment and make recommendations for work improvement. Assist with updating manuals, e.g., Nutrition Services Policy and Procedure Manual, and the Sanitation and Equipment Manual, when assigned. Assist with procurement duties related to inventory of food and supplies as needed (e.g., maintaining filing system for purchase orders/State contracts & equipment purchases; communicating over/under stocked food/supplies with key stakeholders; contacting vendors when delivery/product discrepancies occur). |

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| Other Information | **Supervision Received:**<br>Assigned Dietetics Assistant Director<br><br>**Supervision Exercised:**<br>None<br><br>**KNOWLEDGE AND ABILITIES:**<br><br>KNOWLEDGE OF:<br>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 patient groups.<br><br>ABILITY TO:<br>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.<br><br>**REQUIRED COMPETENCIES**<br><br>ANNUAL HEALTH REVIEW<br>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.<br><br>INFECTION CONTROL<br>Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.<br><br>SAFETY<br>Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.<br><br>CPR<br>Maintain current certification as indicated by local facility.<br><br>THERAPEUTIC STRATEGIES AND INTERVENTIONS<br>Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).<br><br>DIVERSITY, EQUITY, AND INCLUSION<br>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 HIPPA 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 nutrition principles and performs correct protocols in processing diet orders in a psychiatric setting. Effectively interfaces with Nutrition Services and hospital staff to promote timely and accurate provision of modified diets. Demonstrates professional interactions with patients and maintain therapeutic boundaries.

**TECHNICAL COMPETENCIES**
Demonstrates typing and basic computer skills.

**LICENSE OR CERTIFICATION**
N/A

**TRAINING CATEGORY - 4**
The employee is required to keep current with the completion of all required training.

**PHYSICAL DEMANDS – See attached**

**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.

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| | 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).<br><br>_____ _____<br>Employee Signature Date |
| | I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.<br><br>_____ _____<br>Supervisor's Signature Date<br><br>_____ _____<br>Reviewing Supervisor's Signature Date |

Physical Requirements of Position

**STUDENT ASSISTANT (4870) Nutrition Services**

| ActivityX | 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 | | | |
| Walking | | | X | | | |
| Running | 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 | | | | | |

Effective 11/2025