

DIETITIAN

Tompkins County

Classification: Competitive

Labor Grade: 13

Approved: 0

Revised: 4/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors degree in dietetics, foods and nutrition, community nutrition, food science or closely related field **AND** one year of experience in clinical dietetics; **OR**
- (b) Bachelor's degree from an ADA accredited community program which combines academic and practicum components; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

- (1) An incumbent of this position must be registered with the American Dietetics Association as a Dietitian within one year of appointment.
- (2) The successful candidate must possess and maintain a valid New York State driver's license or otherwise demonstrate the ability to meet the transportation requirements of the position.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, directing, monitoring and evaluating the Tompkins County Office for the Aging's congregate site and home delivered meals program. This professional dietitian position is responsible for assessing the nutritional requirements of the clients, planning for provision of a food package and limited counseling appropriate for the individual's physical and medical needs along with providing nutrition education to adequately meet their regular and remedial diets. Work is performed under general supervision of the Director of the Office for the Aging with wide leeway allowed for the exercise of independent judgment. Supervision of others is not a function of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Monitors central kitchen, congregate sites and home-delivered meals; Reviews food and supply specifications, food quality and cost; Reviews food preparation methods and adherence to menu, use of standardized recipes and portion control; Reviews home-delivered meal and bulk food packaging, handling of leftovers, inventory and storage; Monitors temperature, compliance with the sanitary code and equipment maintenance; Checks serving of food, serving of meals and participant satisfaction; Checks driver techniques for handling meals and carriers; Observes client condition and solicits comments on meals and services; Provides technical assistance and training in food service practices, food and equipment specifications, sanitary code, new products, production efficiency, staff requirements, kitchen plans and nutritional needs of the elderly; Prepares reports on monitoring activities, findings, recommendations and nutrition education and counseling units of service; Attends staff meetings to review monitoring activities, provides technical assistance on program development and comments on program policies and procedures.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of processes involved in menu planning, marketing and food preparation, and ability to advise on organizing and directing these processes effectively, efficiently and economically; Thorough knowledge of the principles and practices of nutrition and diet therapy; Thorough knowledge of the relationship of nutrient intake to health and to restorative and rehabilitative treatment; Thorough knowledge of how various disease states and medical regimens alter nutrient needs; Ability to establish and maintain effective working relationships with program clients and staff; Ability to understand and follow complex oral and written instructions; Ability to speak clearly and effectively to individuals and to groups; Physical condition commensurate with the demands of the position.