UNIVERSITY OF SOUTHERN CALIFORNIA

Nutrition Research Technician I

Job Code: 185907

<table>
<thead>
<tr>
<th>Grade:</th>
<th>HA</th>
</tr>
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<tbody>
<tr>
<td>OT Eligible:</td>
<td>Yes</td>
</tr>
<tr>
<td>Comp Approval:</td>
<td>12/8/1994</td>
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</table>

**JOB SUMMARY:**

Under close supervision, performs skilled cooking and food preparation duties in support of a nutrition research program. Informs research volunteers regarding consumption procedures where precision of weight and content of food is essential to research studies.

**JOB ACCOUNTABILITIES:**

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>TASK DESCRIPTION</th>
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<tbody>
<tr>
<td>_______</td>
<td>______</td>
<td>Follows all written instructions including recipes, meal schedules, department procedures, protocols, etc.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Prepares all foods using prescribed methods; weighs foods and nutrients to 0.1 gram as required.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Labels all prepared food items.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Prepares entire meals including the planning, scheduling, and cooking of several items with different cooking times and characteristics to produce a complete meal that is ready at the appropriate time.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Weighs and records all foods or formula not consumed to measure patient intake.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Performs basic mathematical calculations to ensure that appropriate adjustments are made to recipe requirements.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Performs all necessary clean up procedures upon completion of assigned tasks.</td>
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<tr>
<td>_______</td>
<td>______</td>
<td>Monitors inventory of food and supplies used in food service and advises Senior Nutrition Research Technician of need to reorder stock. Performs reading and recording of freezer and refrigerator thermometers. Monitors for proper operating temperatures. Advises Senior Nutrition Research Technician if discrepancies arise.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Informs co-workers of the status of all work and/or patient requests or study changes.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Codes and enters information into computer for study analysis.</td>
</tr>
<tr>
<td>_______</td>
<td>______</td>
<td>Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

**EMERGENCY RESPONSE/RECOVERY:**

Essential: □ No
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High School or equivalent
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 1 Year

**Minimum Field of Expertise:**
- Commercial food preparation and lab experience including measuring, weighing and mixing of substances, recording of data, performing of calculations. Knowledge of hygienic handwashing techniques.

**Preferred Education:**
- Associate’s Degree

**Preferred Experience:**
- 2 Years

**Preferred Field of Expertise:**
- Food preparation and/or nutrition courses plus experience in a hospital kitchen or research kitchen setting.

**Skills: Administrative:**
- Answer telephones
- Balance figures
- Communicate with others to gather information
- Compute totals
- Input data
- Understand and apply policies and procedures
- Verify calculations

**Skills: Machine:**
- Calculator
- Computer Network (Department or School)
- Personal Computer
- Typewriter

**Skills: Specialized Equipment:**
- Blender
- Coffee maker
- Dishwasher
- Electric can opener
- Electronic scales
- Food mixer
- Freezer
Gas Oven
Gas Range
Griddle
Knife sharpener
Meat slicer
Microwave oven
Refrigerator
Thermometer

**Supervises:**  **Level:**

May oversee student, temporary and/or casual workers.

**Comments:**

Follows hygienic handwashing techniques; hands are to be washed upon entering kitchen, between handling of raw and cooked foods, and periodically throughout meal preparation.

**SIGNATURES:**

Employee: ________________________________ Date: __________________________

Supervisor: ______________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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