UNIVERSITY OF SOUTHERN CALIFORNIA

Nutrition Research Technician II

Job Code: 185911

Grade: HB
OT Eligible: Yes
Comp Approval: 12/8/1994

JOB SUMMARY:
Assists Senior Nutrition Research Technician in overseeing the daily operations of the Research Kitchen. Performs skilled cooking and food preparation duties in support of a nutrition research program. Informs volunteers regarding consumption procedures where precision of weight and content of food items is essential to research studies.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Assists Senior Nutrition Research Technician in planning, scheduling and directing work of the Nutrition staff to assure delivery of diets as defined by specific research protocols. Ensures that all meals are served according to doctor's orders at stated meal times. Assumes these responsibilities in the absence of the Senior Nutrition Technician. Monitors staff workload and assigns extra duties as required.

Prepares dinner meals for research patients on regular diets. May prepare all regular and diet patient meals, as required or requested. Ensures foods are prepared according to prescribed methods; weighs foods and nutrients to 0.1 gram as required.

Monitors inventory of food and supplies used in food service and advises Senior Nutrition Research Technician of need to reorder stock. Reorders stock in the absence of the Senior Nutrition Technician. Restocks all kitchen supplies from satellite storage areas and ensures that work flow is not impeded by lack of supplies.

Maintains a schedule for cleaning and maintenance of all equipment and work areas in kitchen. Ensures that equipment cleaning is adequately and routinely performed.

Obtains admission information from research diet patients. Assesses food likes and dislikes. Records required information on patient cards. Using computer program, calculates calorie requirements and initiates research diet in accordance with dietary protocol guidelines; prints appropriate diet sheets for food service use. Records daily weights and protocol schedule. Instructs patients in research-requred food consumption procedures. Notifies Nutrition Research Manager if problems arise with patient compliance and/or weight maintenance.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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

EMERGENCY RESPONSE/RECOVERY:

Essential: No
Yes 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:**
- Specialized/Technical Training
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 3 Years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**
- Certification in Food Service Supervision. 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 Field of Expertise:**
- Lead/guidance 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
Toaster

Supervises: Level:

Leads one or more employees performing similar work

Comments:

Follows hygienic handwashing techniques; hands are to be washed upon entering the 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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