UNIVERSITY OF SOUTHERN CALIFORNIA
Senior Nutrition Research Technician
Job Code: 185915

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

JOB SUMMARY:
Oversees the daily supervision of the Research Kitchen. Provides supervision and direction to all Technicians to ensure that attractive, prescribed meals are served to all patients.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Plans, schedules, and directs the work of the technicians to ensure delivery of diets as defined by specific research protocols. Ensures that all meals are served at stated meal times. Monitors staff workload and assigns extra duties as required. Performs cooking or cleaning duties to assure efficient food service functioning, as required.

______ Provides training and supervision for technicians to ensure that all established methods are being followed.

______ Performs periodic quality assurance inspections to objectively evaluate the performance of the Research Kitchen and troubleshoot potential problems.

______ Coordinates with nurses and Principle investigators to determine timing of test meals, changes in diet orders and outpatient meal requests.

______ Keeps detailed records as directed by Nutrition Research Manager.

______ Coordinates the maintenance of equipment and maintains records of authorized repairs.

______ Prepares aliquots for laboratory analysis according to established procedures.

______ Assists in the development of recipes for inclusion into research or house menus.

______ Determines Research Kitchen food and supply needs. Orders food and supplies on a bi-weekly basis. Coordinates with vendors and Nutrition Research Manager on special ordering needs. Maintains an inventory of all food and cleaning supplies.

______ Obtains admission information for 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 and returns sheets for food service use. Records daily weights and protocol schedules. Instructs patients in research-required food consumption procedures. Notifies Nutrition Research Manager if problems arise with patient compliance and/or weight maintenance. Writes dietary intervention in patient medical charts.

______ Performs dietary assessments as requested. Analyzes nutrient intake using diet analysis computer program. Reviews dietary assessments with Nutrition Research Manager to ensure accuracy and completeness.

______ Writes individual daily menus from master menu. Writes daily production schedule for cooks. Discusses menu with cooks on a daily basis to ensure adherence.
Fosters a cooperative working relationship among all staff members.
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:**

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<th>Essential:</th>
<th>Yes</th>
<th>No</th>
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<td>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.</td>
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**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 as Diet Technician. Commercial food preparation; supervisory experience; 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:**
- Registered Diet Technician with American Dietetic Association. Supervisory experience in a hospital kitchen or research kitchen setting.

**Skills: Administrative:**
- Answer telephones
- Balance figures
- Clinical documentation
- Communicate with others to gather information
- Compute totals
- Coordinate work of others
- 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:

- Supervises employees and student workers

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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