

THERAPEUTIC DIET AIDE

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a Food Service clinical director or a clinical dietitian, incumbents of this class are responsible for developing menus for patients based on selections made by the patients and as modified by a physician's order as interpreted by the nursing staff or the clinical dietitian. Work involves conferring with the patients on menu selection and verifying with them the accuracy of the food on the trays delivered to them. Supervision is not a regular responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Meets regularly with patients and collects from them their daily menu selections;

Revises menus selected by patients in compliance with a physician's order as indicated by the nursing staff or the clinical dietitian on the floor;

Explains to the patients the menu revisions made in the interest of their nutritional needs;

Responds to and follows-up on patient complaints regarding selection, food quality, etc. with the clinical dietitian;

Writes menus for patients in the absence of menu selection;

Maintains a cardex file of patient location by floor and room;

Takes a daily census of trays sent to the floors to maintain statistics of meals served per day;

Prepares worksheets for daily food production;

Assists staff with correct procedures for diet order entry as needed;

Answers telephone calls and utilizes automated system regarding food orders for new admissions, discharges, transfers and other related matters;

May prepare infant formulas and samples for laboratory analysis.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of basic nutrition and therapeutic diets; ability to understand and carry out diet orders by dietitians, nurses or physicians; ability to communicate effectively both orally and in writing; courteousness and helpfulness in communicating with patients; initiative; orderliness; patience; flexibility, neat personal appearance; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either a) completion of an approved in-service education course in basic nutrition and diet therapy or equivalent educational course work as verified by the Director of Food Services and, in addition, two years experience in food service; or b)

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (Con't)

satisfactory completion of 30 credits at a college or university* with major course work in Food and Nutrition may be substituted for each year of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.