



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DIETETIC ADMINISTRATOR INSTITUTIONAL

Job Number: 20000526

Job Code: 13470V161016

Job Group: 1300 - FOODS AND DIETETIC

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 15	Salary (MIN - MID):	Special Entrance Rate:
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers, plans, and supervises the operation of dietetic services in a state hospital, institution or facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

(See Special Requirements)

EXPERIENCE:

Must have three years of experience as a registered dietitian.

Substitute EDUCATION for EXPERIENCE:

None

Substitute EXPERIENCE for EDUCATION:

None

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a dietitian by the Ky. Board of Licensure and Certification for Dietitians and Nutritionists <http://bdn.ky.gov/>. Must be registered as a dietitian by the Commission on Dietetic Registration, the credentialing agency for the American Dietetic Association. <http://www.cdrnet.org/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates and supervises the organization and administration of food preparation and services in one of the state institutions. Plans, coordinates and promotes a continuous program of nutrition and dietetic activities. Provides administrative direction for menu formulation, food preparation and service, purchasing, sanitation standards, safety practices and personnel utilization. Coordinates work and activities with other branches within the facility. Supervises professional personnel and support staff involved with the preparation of food. Develops and recommends policy formulation and/or change as it relates to dietetic services. Interprets and enforces hospital policies, rules and regulations to staff. Meets with patient groups to discuss food types, needs and nutritional requirements. Conducts on going in- service training for department employees. Serves on committees. Prepares and reviews master menus, therapeutic diets and diet instructions. Responsible for cash receipts from employees' meals. Writes correspondence and reports as required.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a food service setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.