

Class Specifications
for the Class:

ASSISTANT TO THE DIETITIAN
BC-03; BU:01

Duties Summary:

Provides general assistance in connection with the preparation and serving of food; carries out specific assignments and report to the Dietitian; relieves the Dietitian of the details of non-professional tasks; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for generally assisting a Dietitian by performing various assignments such as checking to see that the staff is performing assignments, collecting diet slips and relieving other kitchen personnel.

Examples of Duties:

Assists in checking the level of supplies and reports needs: checks off supplies received from central stores; takes periodic inventory of kitchen equipment; helps locate off-duty personnel to fill vacancies on work shifts; helps prepare food for serving on food trays: helps Dietitian with office records and reports; may provide relief when cooking staff is on vacation or sick leave by performing the less difficult cooking assignments; sees to it that the Dietitian's work schedules and menus are followed when she is absent from the kitchen.

Minimum Qualification Requirements for the Class:

Training and Experience: A combination of education and experience substantially equivalent to one year of working experience in a kitchen.

Knowledge of: The general operation of a kitchen; kitchen sanitation; personal hygiene; preparation of food for cooking.

Ability to: Understand and follow oral or written instructions; get along well with others and maintain cooperative work relationships.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition, which would cause applicants to be a hazard to themselves or others, is cause for disqualification.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is an amendment to the class specifications for the class, ASSISTANT TO THE DIETITIAN, to include the physical and mental/emotional requirements, effective April 1, 2005.

This class is adopted from the County of Hawaii relative to the transfer of hospital personnel to the State effective January 1, 1970, pursuant to Act 265, SLH 1969.

This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: _____
JANICE WAKATSUKI
Vice President/Chief Human Resources Officer