

INSTRUCTIONAL ASSISTANT, DIETETICS

DEFINITION

Assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates equipment used in dietetics and school food services programs; assists students and faculty in dietetic, food production, and specialized nutrition computer software demonstrations; and orders, issues, receives, and stores classroom materials and supplies.

TYPICAL DUTIES

- Schedules and oversees the use of one or more instructional dietetics laboratories by students, faculty, and staff.
- Instructs students individually in the proper and safe use and operation of a variety of equipment and orients students to established policies within the instructional laboratory.
- Assembles supplies and sets up apparatus used in dietetic and food service class demonstrations, such as food ingredients for each recipe, knives, mixers, etc.
- Assists in demonstrations of menu planning, recipe conversions and modifications, food preparation, presentation, serving techniques, and specialized nutrition computer software.
- Issues materials, supplies, and equipment to students for laboratory and classroom assignments such as food ingredients in quantities, knives, measuring equipment, etc.
- Calculates components, costs, and portions relating to menus.
- Applies common nutritional strategies for diet preparation.
- Keeps records of all issued materials, supplies, and equipment and effects the return of materials, supplies, and equipment checked out to students.
- Operates, adjusts, and makes minor repairs on equipment such as mixers, slicers, ovens, microwaves, toasters, etc.
- Reports equipment and system malfunctions and needed maintenance to technical personnel, when appropriate, and maintains records of service calls.
- Advises and responds to student inquiries regarding specific course requirements and advises students regarding degree and certificate program requirements.
- Maintains inventory records of food supplies, materials, and equipment and prepares periodic inventory reports and requisitions.
- Assembles and disseminates materials to promote dietetics and school food service programs.
- Inspects and stores supplies.
- Keeps storerooms and work areas orderly and clean.
- Maintains laboratory attendance and progress records.
- May demonstrate food production techniques.
- May provide training and work direction to student employees.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Dietetics**, applies knowledge of nutrition, menu planning, food preparation, and safety and sanitation practices to a broad range of duties related to the day-to-day operations of dietetic and school food services programs which include: preparation of supplies, material and equipment; maintenance of facilities and equipment; menu planning; recipe conversions and modifications; food preparation techniques; use of specialized nutrition computer software applications; storekeeping functions; and proper and safe use of equipment.

An **Instructional Assistant, Culinary Arts**, applies knowledge of culinary art, food preparation and production to a broad range of duties related to the day-to-day operations of a culinary arts or food management production department which includes: preparation of supplies, material and equipment; maintenance of facilities and equipment; restaurant management of food production; and demonstration of culinary arts skills.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of nutrition and metabolism
- Menu planning
- Basic mathematics
- Measurement and portion control procedures for converting recipes
- Supplies and equipment used in food production
- Food production systems
- Food delivery systems
- Safety and sanitation rules, practices and safeguards applicable to food handling, presentation, production and storage
- Food preparation techniques that retain the nutritional values in food
- Capabilities of computer systems, software, and hardware common to instructional laboratories
- Principles of recordkeeping

Ability to:

- Provide instructional assistance to students and instructional staff
- Demonstrate food production skills and use of equipment
- Effectively and safely operate, adjust, and make minor repairs to food preparation equipment
- Work effectively and cooperatively with students and instructional staff
- Communicate effectively both orally and in writing
- Calculate and analyze nutrient composition of foods
- Design menus and recipes
- Make calculations of components, costs, and portions relating to menus
- Interpret medical terminology

Ability to: (Cont.)

- Comprehend and apply common nutritional strategies
- Comprehend and evaluate energy and nutrient needs throughout the lifecycle
- Perform nutrition screening of individuals
- Assess nutrition status of individuals with common medical conditions (e.g., hypertension, diabetes)
- Calculate diets for common medical conditions (e.g., hypertension, diabetes)
- Give clear and concise instructions
- Keep detailed and precise records
- Secure and store supplies
- Effectively utilize computer hardware and software
- Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

An associate degree or its equivalent from a recognized college or university with a major in dietetics, nutrition, or a closely related field.

OR

Graduation from high school or its equivalent **AND** two years of full-time paid dietetic work experience in an educational, health care, business/industry, community/public health, foodservice, or research employment setting.

Certification as a Dietetic Technician, Registered (DTR) by the Commission on Dietetic Registration (CDR) or its equivalent is desirable.