USC University of Southern California

Nutrition Research Tech I
Job Description

JOB INFORMATION

Job Code:	185907
Job Title:	Nutrition Research Tech I
FLSA Status:	Non-Exempt
Supervisory:	May oversee student, temporary and/or casual workers.
Job Family:	Nutrition Research
Job Family Group:	Research and Clinical Support
Management Level:	7 Individual Contributor

JOB SUMMARY

Under close supervision, performs skilled cooking and food preparation duties in support of a nutrition research program. Informs research volunteers regarding consumption procedures where precision of weight and content of food is essential to research studies.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study	
X		High school or equivalent		
	X	Associate's degree		

Additional Education

Check here if experience may substitute for some of the above education.

X	Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
X		1 year		
	X	2 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

	Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Commercial food preparation and lab experience including measuring, weighing and mixing of substances, recording of data, performing of calculations.
X		Knowledge of hygienic hand washing techniques.
	X	Food preparation and/or nutrition courses plus experience in a hospital kitchen or research kitchen setting.

Other Job Factors

- Follows hygienic hand washing techniques; hands are to be washed upon entering kitchen, between handling of raw and cooked foods, and periodically throughout meal preparation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Follows all written instructions including recipes, meal schedules, department procedures, protocols, etc.				
Prepares all foods using prescribed methods; weighs foods and nutrients to 0.1 gram as required.				
Labels all prepared food items.				
Prepares entire meals including the planning, scheduling, and cooking of several items with different cooking times and characteristics to produce a complete meal that is ready at the appropriate time.				
Weighs and records all foods or formula not consumed to measure patient intake.				
Performs basic mathematical calculations to ensure that appropriate adjustments are made to recipe requirements.				
Performs all necessary clean up procedures upon completion of assigned tasks.				
Monitors inventory of food and supplies used in food service and advises Senior Nutrition Research Technician of need to reorder stock. Performs reading and recording of freezer and refrigerator thermometers. Monitors for proper operating temperatures. Advises Senior Nutrition Research Technician if discrepancies arise.				
Informs co-workers of the status of all work and/or patient requests or study changes.				
Codes and enters information into computer for study analysis.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)		Essential:
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/		No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____   _____   _____

Print Employee Name   Signature   Date

_____   _____   _____

Print Manager Name   Signature   Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills,
duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.