



JOB INFORMATION

<i>Job Code:</i>	185911
<i>Job Title:</i>	Nutrition Research Tech II
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Nutrition Research
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Assists Senior Nutrition Research Technician in overseeing the daily operations of the Research Kitchen. Performs skilled cooking and food preparation duties in support of a nutrition research program. Informs volunteers regarding consumption procedures where precision of weight and content of food items is essential to research studies.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Specialized/technical training	
	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

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

Additional Work Experience

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

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
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	Lead/guidance experience in a hospital kitchen or research kitchen setting.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
X			Certification in Food Service Supervision.

Other Job Factors

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

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists Senior Nutrition Research Technician in planning, scheduling and directing work of the Nutrition staff to assure delivery of diets as defined by specific research protocols. Ensures that all meals are served according to doctor's orders at stated meal times. Assumes these responsibilities in the absence of the Senior Nutrition Technician. Monitors staff workload and assigns extra duties as required.				
Prepares dinner meals for research patients on regular diets. May prepare all regular and diet patient meals, as required or requested. Ensures foods are prepared according to prescribed methods; weighs foods and nutrients to 0.1 gram as required.				
Monitors inventory of food and supplies used in food service and advises Senior Nutrition Research Technician of need to reorder stock. Reorders stock in the absence of the Senior Nutrition Technician. Restocks all kitchen supplies from satellite storage areas and ensures that work flow is not impeded by lack of supplies.				
Maintains a schedule for cleaning and maintenance of all equipment and work areas in kitchen. Ensures that equipment cleaning is adequately and routinely performed.				
Obtains admission information from research diet patients. Assesses food likes and dislikes. Records required information on patient cards. Using computer program, calculates calorie requirements and initiates research diet in accordance with dietary protocol guidelines; prints appropriate diet sheets for food service use. Records daily weights and protocol schedule. Instructs patients in research-required food consumption procedures. Notifies Nutrition Research Manager if problems arise with patient compliance and/or weight maintenance.				

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.