

Duties and Responsibilities of DIETICIAN

1. Menu Planning.
2. Management of Dietetic Department.
3. Management of Therapeutic Diet.
4. Standardizations of receipts and supervision of cooking.
5. Teaching Dietic Trainees, Nursing Staff and others.
6. Maintaining duty roster for Kitchen Staff, leave record, monthly health record of HMMS (erstwhile Group 'D') and other records required for personnel management.
7. Running Nutrition Clinic and to attend to Dietetic Clinic.
8. To check proper maintenance of relevant records.
9. Taking surprise visits to ensure proper distribution of food to patients particularly therapeutic diets.
10. Ordering dietary articles (Dry and Fresh) and supervision of the receipts and issues of all supplies.
11. Assignment of duties to staff of Diet Section and to see the proper functioning of the Diet Section.
12. Diet advice to patients in need.
13. Checking the purchase bills relating to dietary articles in regard to their specifications, quantity and rates and passing them on to Accounts Section.
14. Maintenance of proper accounts for all dietary articles and inventory for dead stock articles.
15. Sanitation and Cleanliness of kitchen area.
16. Supervision of fire precautions in the department.
17. Checking the quality of food articles purchased.
18. Selection and purchase of food.
19. Any other work assigned by the Senior Dietician.

Add. M.S. & I/c (Dietary)

Medical Superintendent

Deputy Director (Admn.)