

<ul style="list-style-type: none"> c. monitor the delivery of nourishments and supplements d. audit the acceptance of nourishments or supplements 	X	
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C. Provide Nutrition Education		
1. Assist clients with food selection		
a. review dietary requirements of client		X
b. determine client's knowledge and needs		X
c. suggest acceptable food substitutes based on client preferences		X
d. verify substitutes in terms of availability and facility practices		X
2. Use nutrition education materials		
a. develop a plan for nutrition education		X
b. select educational materials and resources		X
c. use resource materials and equipment in teaching		X
2. Adapt teaching to clients educational needs: evaluate client readiness and ability to learn		X
2. FOODSERVICE		
	Recommended 20% of internship hours	
A. Manage Standardized Recipes		
1. Identify elements of a standardized recipe	X	
2. Compute proper portions using appropriate food charts/references	X	
3. Develop proper cooking procedures, including HACCP guidelines	X	
4. Calculate cost and nutrition content of standardized recipes	X	
5. Evaluate client acceptance of new recipes	X	
B. Specify Standards and Procedures for Preparing Food	X	
1. Develop food quality control standards, (e.g., appearance, temperature, acceptance)	X	
2. Implement procedures to monitor food production	X	
3. Develop procedures for monitoring food waste control	X	
C. Supervise the Production and Distribution of Food	X	
1. Define procedures for type of food service	X	
2. Monitor adherence to delivery schedules and procedures	X	
3. Keep records for monitoring and accountability	X	
4. Calculate efficiency (time, cost) of foodservice system	X	
5. Define schedules for foodservice production	X	
6. Define production needs for special event food preparation	X	
7. Calculate menus, recipes, diet census, tally sheets, and cafeteria needs to develop requisitions	X	
D. Monitor Meal Service		
1. Verify:	X	
a. diet accuracy	X	
b. portion size (quantity)	X	
c. temperature	X	
d. texture	X	
e. presentation (color, shape)	X	
f. quality	X	
2. Assure compliance of meals served as posted	X	
E. Implement Continuous Quality Improvement Procedures for Foodservice		
Department		
1. Define objectives and standards for foodservice		X
2. Monitor quality indicators		X
3. Implement necessary procedural changes		X
4. Interpret data for reports		X
5. Implement auditing tool to determine the effectiveness of quality indicators (e.g., food acceptance survey)		X
6. Analyze data to make recommendations		X
F. Modify Standard Menus		
1. Use nutrition resources (e.g., tables, charts, diet manuals)		X

2. Use standard food weights, measures, and recipes correctly		X
3. Honor legal responsibilities and regional factors regarding diet needs		X
3. PERSONNEL AND COMMUNICATIONS	Recommended 21% of internship hours	
A. Define Personnel Needs and Job Functions		
1. Conduct personnel needs analysis		X
2. Conduct task analysis		X
3. Write job descriptions		X
4. Write detailed job specifications		X
5. Assist with development of advertising for positions		X
6. Update departmental organizational chart		X
B. Interview, Select, and Orient Employees		
1. Comply with fair employment laws and practices		X
2. Develop interview procedures for department		X
3. Describe department procedures and policies to applicants		X
4. Decide on applicants and record data in file		X
5. Document selection procedures and policies		X
6. Orient new employees to facility procedures		X
C. Provide Ongoing Education		
1. Provide initial training and orientation for new employees		X
2. Provide follow up after orientation		X
3. Provide in-service training for:		X
a. HIPAA guidelines		X
b. personal hygiene		X
c. infection control		X
d. hospitality and customer service		X
e. physical safety		X
f. professional and ethical expectations		X
g. nutrition issues		X
h. crisis management		X
i. other contemporary issues		X
4. Document completion of training and orientation		X
D. Develop and Maintain Employee Time Schedules and Assignments		
1. Identify overall staffing needs (e.g., calculate full time equivalents)	X	
2. Identify daily tasks	X	
3. Determine capabilities and preferences of employees available	X	
4. Prepare a time schedule	X	
5. Maintain time schedule chart/records	X	
6. Track absence/tardy records in personnel files	X	
7. Develop a work assignment chart	X	
8. Coordinate work assignments	X	
E. Manage Goals and Priorities for Department		
1. Develop short term and long term goals for the department		X
2. Participate in developing policies and procedures (e.g., hygiene standards for personnel according to the FDA Food Code)		X
3. Identify expectations to establish priorities		X
4. Compare department goals against resources available		X
F. Manage Department Personnel		
1. Maintain personnel records		X
2. Identify personnel management laws and practices (including union contracts)		X
3. Identify promotion criteria		X
4. Identify termination criteria		X
5. Compile documentation for promotion and termination		X
6. Conduct performance evaluations		X
7. Recommend salary and wage adjustments		X

8. Follow disciplinary procedures to correct a problem (e.g., coaching, performance improvement plan)		X
9. Ensure employees' compliance with procedures (e.g., safe food preparation practices)		X
G. Manage Professional Communications		
1. Participate in regulatory agency surveys		X
a. identify regulatory standards		X
b. develop an appropriate plan of correction		X
c. demonstrate professional interaction with surveyors		X
d. use regulatory agencies as professional resources		X
2. Participate in meetings outside the department	X	
a. communicate department goals and policies	X	
b. identify methods of communicating with other departments	X	
c. suggest cooperative ways to solve problems	X	
d. participate in state/national professional meetings	X	
3. Communicate client information to other health professionals	X	
a. identify what client information needs to be communicated	X	
b. identify the need for client referrals	X	
c. implement consultant recommendations as appropriate	X	
d. honor client rights and confidentiality	X	
4. Participate in client care conferences	X	
a. prepare for a client care conference	X	
b. participate in a conference to identify client care concerns	X	
c. work with the interdisciplinary team to develop solutions	X	
d. implement goals and approaches with appropriate follow up	X	
5. Manage department meetings		X
a. post meeting notices and agendas		X
b. plan meeting facilities		X
c. meet with key personnel to develop meeting plans		X
d. conduct meetings (e.g., resolving conflicts, keeping time)		X
e. plan follow up actions resulting from meeting (e.g., minutes)		X
f. conduct a staff complaint/grievance session		X
H. Implement Changes in Foodservice Department		
1. Identify existing problems and needs		X
2. Prepare justification for changes		X
3. Implement the plan of action		X
4. SANITATION AND SAFETY	Recommended 24% of internship hours	
A. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations	X	
1. Identify federal safety laws/regulations		X
2. Write cleaning procedures for utensils, equipment, and work areas		X
3. Evaluate equipment in terms of maintenance needs and costs		X
4. Inspect all areas of department for sanitary conditions	X	
5. Instruct employees in safety and sanitation		X
6. Interpret material safety data sheets		X
7. Enforce employees' compliance with safety and sanitation regulations		X
B. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standard	X	
1. Identify appropriate grades and inspections for food	X	
2. Procure food and water from approved sources	X	
3. Verify the quality and quantity of food supplies and equipment received	X	
4. Check supplier invoices against facility purchase order	X	
5. Recognize the hazards associated with types of food packaging	X	
6. Recognize the signs of contamination upon receipt and in storage	X	
7. Process rejections for unacceptable products	X	
8. Label, date, and monitor food to ensure rotation (FIFO)	X	

9. Prevent environmental contamination of food	X	
10. Maintain security procedures	X	
C. Protect Food in all Phases of Preparation Using HACCP Guidelines	X	
1. Identify potentially hazardous foods and foodborne pathogens and their control	X	
2. Recognize the causes, symptoms, and types of foodborne illnesses including biological, chemical, and physical types		X
3. Monitor time and temperature to limit growth of or destroy microorganisms	X	
4. Prevent cross contamination of food	X	
5. Identify appropriate techniques for temperature retention	X	
6. Ensure the safe cooling of food	X	
7. Establish critical limits		X
8. Establish the corrective action to be taken when critical limits are exceeded	X	
9. Establish procedures to identify and monitor critical control points (CCP)		X
10. Establish effective recordkeeping systems that document HACCP		X
11. Anticipate emergency preparedness procedures necessary to assure a safe food supply		X
12. Develop a crisis management plan to address an outbreak of foodborne illness		X
D. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines	X	
1. Identify federal safety laws/regulations		X
2. Conduct routine maintenance inspection of equipment		X
a. Identify equipment maintenance requirements from manufacturer's manuals		X
b. Correct equipment malfunctions and potential problems		X
c. Monitor preventive maintenance schedule and contracts		X
3. Organize work flow and use of equipment		X
a. analyze tasks to determine overlapping effort or equipment use		X
b. plan proper placement and use of equipment		X
c. simplify work procedures and steps		X
d. monitor work flow; identify and correct problems		X
e. assure adequate hand washing sinks, lavatory facilities, and supplies		X
4. identify appropriate environmental controls for water supply, waste disposal, and ventilation		X
5. follow an integrated pest management (IPM) system		X
6. prepare a safety inspection checklist		X
7. write an inspection report on hazards		X
8. assure cleaning and sanitation of equipment, utensils, chemicals, and space	X	
5. BUSINESS OPERATIONS		Recommended 17% of internship hou
A. Manage a Budget		
1. Determine facility needs	X	
2. Compute cost of menus (including supplements)	X	
3. Conduct a product price comparison study	X	
4. Calculate daily cost (e.g., food, labor, supplies, i.e., PPD)	X	
5. Calculate minutes per meal	X	
6. Calculate meals per labor hour	X	
7. Compare actual costs to budget costs	X	
8. Monitor expenses	X	
9. Prepare an estimate of personnel costs for a foodservice department (e.g., salary scales and merit raises)	X	
B. Prepare Specifications for Capital Purchases		
1. Review capital equipment needs and requirements		X
2. Evaluate existing capital equipment condition and life expectancy		X
3. Evaluate options for replacement of capital equipment		X
4. Write budget justification for new capital equipment		X
5. Recommend specifications for new capital equipment		X

C. Plan and Budget for Improvements in the Department Design and Layout		
1. Maintain records of suggestions and complaints received		X
2. Conduct department improvement discussion session with staff		X
3. Communicate improvement recommendations		X
4. Evaluate work flow, essential equipment relative to new department designs or construction		X
5. Research concepts/products related to department facility design		X
6. Prepare proposals, specifications for new construction or renovation in layout/design changes		X
D. Assist in the Purchasing Process	X	
1. Identify purchasing policies and procedures of department		X
2. Review vendor product/selection (including group purchasing organizations)		X
3. Establish purchasing specifications		X
4. Use the ordering and bidding process	X	
5. Evaluate facility needs, budget restrictions, and products available	X	
6. Evaluate product information	X	
7. Be familiar with computer applications	X	
8. Check inventory to identify purchase needs	X	
9. Complete purchase order requisition forms	X	
10. Maintain inventory records	X	
11. Recognize inventory management practices (FIFO, par stock, physical, perpetual)	X	
E. Manage Revenue Generating Services	X	
1. Supervise cash activities and reports	X	
2. Calculate cost to set prices for catered events	X	
3. Plan foodservice and menus for catered events	X	
4. Estimate price per unit serving for catered events	X	
5. Use cost control techniques to balance revenue budget	X	
6. Research revenue generating opportunities		X
7. Analyze revenue generating opportunities		X
8. Prepare business plan and justification for new revenue generating programs		X
9. Promote existing and new revenue generating programs		X
F. Implement Cost Effective Procedures	X	
1. Recommend cost saving purchasing practices	X	
2. Recommend cost saving department practices	X	
3. Implement cost effective inventory control practices		X
4. Implement variance report of actual costs vs . budget	X	