

Florida Department of Education
CURRICULUM FRAMEWORK

Program Title: Nutrition and Dietetic Services
Occupational Area: Family and Consumer Sciences

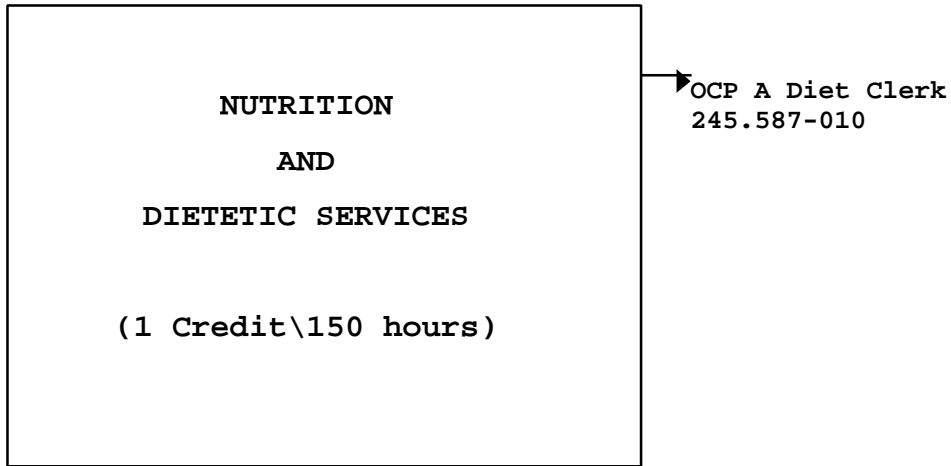
	<u>Secondary</u>	<u>PSAV</u>
Program Numbers	8530000	V200404
CIP Number	0420.040402	0420.040402
Grade Level	9-12, 30, 31	30, 31
Length	1 Credit	150 Hours
Certification	VOC HME EC @4 HOMEMAKING @2 ç7 SC FOOD SV @6 D QUAN FOOD ç7 GEN HME EC @4 HOME EC 1 @2 HOME EC OCC ç7	VOC HME EC @2 @4 GEN HME EC @2 @4 HOMEMAKING @2 @7 G SC FOOD SV @6 D QUAN FOOD @7 G HME EC OCC @7 G HOME EC 1 @2
Basic Skills Level		
Math	9	
Reading	9	
Language	9	
Facility Code		
CTSO	FCCLA	
Coop Method	Yes	
Apprenticeship	No	

- I. **PURPOSE:** The purpose of this program is to prepare students for initial employment as diet clerks (245.587-010).

This program is an introduction to the dietetic career ladder. It is designed to train students to assist in various functions of food service related to patient care. The curriculum includes a combination of theory, laboratory and clinical experiences.

The diet clerk works under the supervision of a registered dietitian in a hospital or nursing home; or may work under the direction of a certified dietary manager or dietetic technician. With experience, the dietetic aide may assume assistant supervisory responsibilities in various units of the dietary department.

The following diagram illustrates the program



A. Diet Clerk - DOT 245.587-010

- II. **LABORATORY ACTIVITIES:** Instruction and learning activities are provided in a laboratory setting using hands-on experiences with the tools and materials appropriate to the program content and in accordance with current practices in the field. Activities provide instruction in the use of diet kitchen equipment and supplies, trays, diet charts, utensils and table settings, dishwashers, storage, and dietary office activities. A clinical experience is a necessary component of this program.
- III. **SPECIAL NOTE:** Family, Career and Community Leaders of America (FCCLA), is the appropriate career and technical student organization (ctso) for providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations, when provided, shall be integral part of the instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, FAC.

Cooperative training - OJT is appropriate for this program. Whenever cooperative training - OJT is offered, the following are required for each student: a training plan, signed by the student, teacher, and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a workstation that reflects equipment, skills and tasks that are relevant to the occupation which the student has chosen as a career goal. The student must receive compensation for work performed.

The program content includes, but is not limited to concepts in basic nutrition and diet modification; preparation of therapeutic diets and nutritional supplements; tasks involved with tray assembly line and the delivery of patient tray service; principles and techniques in quantity food preparation and portion control; dining-room and cafeteria service; principles of sanitation and safety in food service and housekeeping activities; personal hygiene and grooming; use and care of food service equipment and supplies; techniques of tabulating and documenting daily records related to dietary service; work simplification methods in areas

of responsibility; basic office management; telephone courtesy and communication skills; and general use of computers.

The program may be offered in courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 230.643 F.S.

When a secondary student with a disability is enrolled in a vocational class with modifications to the curriculum framework, the particular outcomes and student performance standards that the student must master to earn credit must be specified on an individual basis. The job or jobs for which the student is being trained should be reflected in the student's desired post school outcome statement on the Transition Individual Educational Plan (Transition IEP).

The standard length of this program is 150 hours.

The concern for balancing work and family responsibilities is addressed as an employability skill.

- IV. **INTENDED OUTCOMES:** After successfully completing this program, the student will be able to:

OCCUPATIONAL COMPLETION POINT - DATA CODE - A

DIET CLERK - DOT 245.587-010

- 01.0 Perform basic tasks in dietary office and utilize computer.
- 02.0 Maintain daily records in area of responsibility.
- 03.0 Participate in tray assembly activities and monitor trays for diet accuracy.
- 04.0 Assist with food production activities and preparation of nutritional supplements.
- 05.0 Properly select, use and care for food service equipment.
- 06.0 Perform front-of-house duties.
- 07.0 Demonstrate knowledge and application of principles of sanitation and safety.
- 08.0 Practice optimum personal hygiene and grooming.
- 09.0 Demonstrate personal productivity.
- 10.0 Participate in a clinical experience.

Florida Department of Education
STUDENT PERFORMANCE STANDARDS

Program Title: Nutrition And Dietetic Services
Secondary Number: 8530000
Postsecondary Number: V040501

OCCUPATIONAL COMPLETION POINT - DATA CODE A

DIET CLERK - DOT 245.587-010

01.0 PERFORM BASIC TASKS IN DIETARY OFFICE AND UTILIZE COMPUTER--The student will be able to:

LA.A.2.4.4, LA.B.2.4.2, LA.C.1.4.2

- 01.01 Demonstrate communication skills including proper telephone etiquette with staff, patients and visitors.
- 01.02 Apply proper telephone etiquette.
- 01.03 Tally portions and quantities of specific foods.
- 01.04 Assist in filing dietary documents.
- 01.05 Apply policies and procedures in management of dietary office.
- 01.06 Utilize consultant guidance.
- 01.07 Process menus.
- 01.08 Assist in coordinating food service and clinical data.
- 01.09 Utilize computers for recording operational data.

02.0 MAINTAIN DAILY RECORDS IN AREA RESPONSIBILITY--The student will be able to:

LA.B.2.4.1, LA.B.2.4.2

- 02.01 Assist in maintaining client records, diet orders and changes, census records and miscellaneous records related to nutritional care on a daily basis.
- 02.02 Follow federal and state regulations and procedures for record maintenance.

03.0 PARTICIPATE IN TRAY ASSEMBLY ACTIVITIES AND MONITOR TRAYS FOR DIET ACCURACY--The student will be able to:

LA.A.2.4.4, LA.A.2.4.7, MA.B.3.4.1

- 03.01 Assist in setting up assembly line for serving trays to patients/clients.
- 03.02 Weigh and measure foods, using equivalents when necessary.
- 03.03 Identify and follow diet orders using nutrition information when preparing and serving food for general and modified diet trays.
- 03.04 Fill trays for completeness and conformance to menus; diet orders and food preferences of patients/ clients.
- 03.05 Meet deadlines and adhere to mealtime and schedules.
- 03.06 Accept instruction and guidance from supervisory personnel.
- 03.07 Deliver and pick up food carts and trays to and from patient area, nursing stations or dining rooms.

04.0 ASSIST WITH FOOD PRODUCTION ACTIVITIES AND PREPARATION OF NUTRITIONAL SUPPLEMENTS--The student will be able to:

LA.A.1.4.3, LA.A.2.4.8, MA.B.1.4.3, MA.B.3.4.1, HE.A.1.4.9

- 04.01 Read recipes, demonstrate knowledge of terminology and follow instructions.
- 04.02 Identify common ingredients used in food preparation.
- 04.03 Implement principles and techniques of quantity food preparation and portion control following standardized recipes.
- 04.04 Assist cook in food preparation and service.
- 04.05 Apply work simplification methods in performance of duties.
- 04.06 Evaluate quality of food prepared.
- 04.07 Prepare late trays, nutritional supplements, and snacks.

05.0 PROPERLY SELECT, USE, AND CARE FOR FOOD SERVICE EQUIPMENT--The student will be able to:

- 05.01 Identify and select dietary equipment and supplies for food preparation and service.
- 05.02 Follow optimum procedures for using dietary equipment and supplies in a safe and sanitary manner.
- 05.03 Implement proper procedures for cleaning and sanitizing dietary equipment and supplies.
- 05.04 Properly store equipment before and after use.

06.0 PERFORM CAFETERIA/DINING ROOM DUTIES--The student will be able to:

LA.A.1.4.3, LA.B.2.4.2

- 06.01 Participate in setting up dining room and in preparation for service.
- 06.02 Participate in setting up the cafeteria counter according to proper procedures to maintain appropriate temperatures throughout service.
- 06.03 Arrange for reserve foods and supplies to be on hand at the point of service.

07.0 DEMONSTRATE KNOWLEDGE AND APPLICATION PRINCIPLES OF SANITATION AND SAFETY--The student will be able to:

LA.A.1.4.3, LA.A.2.4.4, HE.A.1.4.7

- 07.01 Identify and practice appropriate sanitation and infection control procedures.
- 07.02 Identify potential hazards and follow safety practices.
- 07.03 Follow emergency procedures regarding sanitation and safety in food service.
- 07.04 Use sanitary procedures in handling food.
- 07.05 Keep work area clean, neat and orderly at all times.
- 07.06 Use precautions necessary to avoid accidents in food service area.
- 07.07 Follow federal, state, and local sanitation guidelines and regulations.
- 07.08 Identify roles and responsibilities of an emergency disaster plan.

08.0 PRACTICE OPTIMUM PERSONAL HYGIENE AND GROOMING--The student will be able to:

LA.A.2.4.4, HE.B.1.4.2, HE.C.2.4.2

- 08.01 Demonstrate optimum employee work, health, and personal hygiene habits.
- 08.02 Identify federal, state, and local laws, policies and procedures governing dietetic personnel.
- 09.0 DEMONSTRATE PERSONAL PRODUCTIVITY--The student will be able to:
 - LA.A.2.4.4, HE.A.1.4.2, HE.A.1.4.3, HE.A.1.4.6
 - 09.01 Assist in evaluating one's own progress in meeting job responsibilities.
 - 09.02 Work as a member of the dietary team, rotating job responsibilities as assigned.
 - 09.03 Observes policies and procedures of the establishment.
 - 09.04 Understand the philosophy that "client comes first".
 - 09.05 Observe client's rights and treat the client's with dignity and respect.
- 10.0 COMPLETE A PRACTICUM IN CLINICAL SETTING--The student will be able to:
 - LA.A.1.4.3, LA.A.2.4.4, LA.B.2.4.1, LA.B.2.4.2, LA.B.2.4.3,
 - 10.01 Complete a 40-hour clinical experience based upon criteria set by the district and/or school, instructor and clinical site incorporating knowledge learned during classroom experience.