

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

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| Civil Service Title: | <u>Nutrition Consultant</u> | Salary: | \$52,110 - \$65,661* \$59,927 - \$65,661** ◆ Differential for ADA Registration |
| Title Code: | <u>50415</u> | Number of Positions: | <u>1</u> |
| Office Title: | <u>Nutrition Consultant</u> | Work Location: | <u>2 Lafayette Street, NYC</u> |
| Division/Work Unit: | <u>Community Services/Nutrition</u> | | |

Job Description

- Under general direction, monitors and assesses community-based meal programs for the elderly; provides technical assistance and acts as a liaison between meal programs and the Department for the Aging.
- Monitor and assess assigned meal programs for contract compliance with nutrition service standards and sanitary codes.
- Provide technical assistance and training to program personnel, sponsors and caterers in all aspects of food service management and nutritional standards including menu planning, food purchasing, preparation and storage; Assess proposed new sites and caterers; make recommendations to achieve compliance with all standards.
- Review and approve menus; complete the nutrient analysis for recipes and menus.
- Create nutrition education materials and provide nutrition education for assigned programs; participate in community health fairs.
- Establish a professional relationship with educational, government, and community agencies and health care professionals; Work with the Department of Health and Mental Hygiene to ensure annual inspection of meal sites and caterers; Interpret mandated nutrition standards and guidelines for meal preparation.
- Prepare reports and corrective action plans when required.

➤ **This position requires extensive field work.**

*Non-City rate

**City incumbent rate

◆ **Differential of \$1,648 for ADA Registration**

Minimum Qualifications

1. A baccalaureate degree from an accredited college with a major in foods and nutrition, food service management, food science, or home economics and four years of full-time satisfactory experience in an institutional, residential, hospital, or community-based program, either: a) monitoring and assessing or managing all phases of a meal program, or b) providing nutrition counseling or nutrition education.

In addition:

- 1) At least two of the four years of experience must have been in monitoring and assessing or managing all phases of a meal program.
- 2) At least two of the four years of experience must have been acquired within the last five years; or

2. A master's degree from an accredited college with a major in foods and nutrition, food service management, food science, or home economics and three years of full-time satisfactory experience in an institutional, residential, hospital, or community-based program, either: a) monitoring and assessing or managing all phases of a meal program, or b) providing nutrition counseling or nutrition education.

In addition:

- 1) At least two of the three years of experience must have been in monitoring and assessing or managing all phases of a meal program.
- 2) At least two of the three years of experience must have been acquired within the last five years.

Preferred Skills

Familiarity with the different nutrition analysis software; ability to work with diverse populations and communicate with stakeholders of other community based organizations; strong organizational skills and the ability to multitask and prioritize workload; familiarity with the food safety and sanitation standards required by the Department of Health and Mental Hygiene; Serve Safe certified or New York City certificate in food protection is a plus; Spanish speaking preferred.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID # 149509

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 149509

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: **April 22, 2014**

Post Until: **Filled**

Posting No. **125-14-08-cw**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER