

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Nutrition Consultant</u>	Salary:	\$52,110 - \$65,661* \$59,927 - \$65,661** ◆ <b>Differential for ADA Registration</b>
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

- RD or CDN certification is preferred.
- 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.

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

**TO APPLY, PLEASE SUBMIT (2) RESUMES INDICATING JVN# TO:**

**Department for the Aging (DFTA)**

**Jeanmarie Weber**

**Employment Manager, Human Resources**

**2 Lafayette Street, 9<sup>th</sup> Floor, New York, NY 10007**

**-OR-**

**E-mail to [DFTArecruit@aging.nyc.gov](mailto:DFTArecruit@aging.nyc.gov) (indicate JVN# in subject line)**

Posting Date: **January 25, 2013**

Post Until: **Filled**

Posting No. **125-13-13-cw**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**