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

## CITYWIDE VACANCY NOTICE

| | | | |
|---|---|---|---|
| Civil Service Title: | Nutrition Consultant | Salary: | $54,494 - $68,666*<br>$62,668 - $68,666**<br>♦ **Differential for ADA Registration** |
| Title Code: | 50415 | Number of Positions: | 1 |
| Office Title: | Nutrition Consultant | Work Location: | 2 Lafayette Street, NYC |
| Division/Work Unit: | Community Services/Nutrition | | |

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.

➢ **<u>This position requires extensive field work.</u>**

***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 # 179984

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 179984

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

| Posting Date: **January 8, 2015** | Post Until: **Filled** | Posting No. **125-15-19 CW** |
|---|---|---|

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**