

**NEW YORK CITY DEPARTMENT FOR THE AGING
2 LAFAYETTE STREET
NEW YORK, NY 10007
JOB VACANCY NOTICE**

JVN 125-10-01 - CW

Position: Nutrition Supervisor	Salary: \$61,752 - \$76,281* \$71,015 - \$76,281** ◆ (ADA Differential)
Bureau: Senior Centers	C.S. Title: Principal Nutrition Consultant
Unit: Senior Centers	Supervisor: Maeve Rullo

Job Description:

Under administrative direction, coordinates the activities of Nutritionists in monitoring and assessing a city-wide program of community-based sites for the provision of meals to the elderly; trains and provides guidance to subordinate personnel.

- ❖ Supervise Nutrition Consultants and the head Nutritionist; plan and conduct in-service training and development programs.
- ❖ Determine the nature and extent of program needs; establish short and long term goals; coordinate services with other aspects of agency and programs.
- ❖ Provide orientation, consultation and training to Nutrition Consultants on menu planning; food purchasing, storage and preparation; budgeting and cost control; therapeutic diets; staff recruitment; and other activities necessary for running an effective program.
- ❖ Interpret and implement mandated nutritional standards and guidelines for meal preparation; prepare position papers and testimony concerning pending legislation and proposed rules and regulations which will affect meal programs for the elderly.
- ❖ Establish and maintain mechanisms to evaluate and assess the effects of the program on the target population; direct research activities; prepare reports.
- ❖ Liaison with educational, research and governmental groups including the State Office for the Aging in order to participate in a mutually beneficial exchange of information regarding nutrition and program techniques; represent the Department for the Aging at meetings and professional conferences.

◆ **Registered Dietitian preferred. Differential of \$1,503 for ADA Registration.**

*Non City Rate

** City Incumbent Rate

Minimum Qualifications:

A baccalaureate degree from an accredited college with a major in foods and nutrition, food science or institutional management and six years of full-time paid experience in an institutional or community services setting in the administration or auditing of all phases of a meal program; at least two years of which was in a supervisory capacity; or the equivalent in education and/or experience.

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

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:

Department for the Aging (DFTA)

Jeanmarie Weber

Employment Manager, Human Resources

2 Lafayette Street, 9th Floor, New York, NY 10007

-OR-

E-mail to DFTArecruit@aging.nyc.gov (indicate JVN# in subject line)

In addition to submitting a resume, Department for the Aging employees must also submit a bid form.

Be sure to indicate the position for which you are applying.

Dated: July 9, 2009	Post Until: Until Filled
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EQUAL OPPORTUNITY EMPLOYER