

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Nutrition Consultant</u>	Salary:	\$57,706 - \$72,713* \$66,362 - \$72,713** ◆ <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.
- Provide individualized nutrition counseling to homebound elderly or congregate meal participants if needed; interview clients in their homes and/or at senior centers to obtain meal patterns, food frequencies, health problems, medications, and other information that may impact nutritional status; Evaluate client data and prepare individualized care plans; Provide follow-up counseling as needed; complete assessment reports.
- Prepare reports and corrective action plans when required.

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

\*Non-City rate

\*\*City incumbent rate

◆ **Differential of \$1,697 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. Registered Dietitian and/or Certified Dietitian Nutritionist is a plus.

**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 # 317061**

**All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID# 317061**

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

Posting Date: **February 1, 2018**

Post Until: **Filled**

Posting No. **125-18-11 CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**