

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Nutrition Consultant</u>	Salary:	<u>\$72,038* - (Non-City minimum) \$82,844** - (City minimum) \$1,805 ADA Differential</u>
Title Code:	<u>50415</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Nutrition Advisor</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Community Services/Nutrition Management</u>		

Additional Information:

In order to be considered for the position candidates must be a current City Employee and be serving permanently in the title of Nutrition Consultant or have taken the most recent Nutrition Consultant civil service exam and be reachable for appointment from the resulting list.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

With an overarching mission to eliminate ageism and ensure the dignity and quality of life of approximately 1.8 million older New Yorkers, the NYC Department for the Aging is deeply committed to helping older adults age in their homes and creating a community-care approach that reflects a model age-inclusive city.

NYC Aging's Nutrition Management Unit ensures that older adults receive nutritious meals that meet all city, state and federal sanitation and dietary guidelines. This unit provides extensive technical assistance on meal planning, recipe development and food safety. The unit also serves as nutrition experts for NYC Aging's community partners and older adults living in the community who attend older adult center meal programs or receive home-delivered meals.

The Bureau of Community Services seeks a highly motivated individual to serve as a Nutrition Advisor in NYC Aging's Nutrition Management Department. Under supervision of the Nutrition Management Supervisor, with latitude for independent work, the selected candidate will perform extensive duties pertaining to monitoring and assessing assigned meal programs for contract compliance with nutrition service standards and sanitary codes. The duties of the Nutrition Advisor will include but not be limited to:

- 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.
- Participates in the reading and evaluations of the Agency's Request for Proposals (RFP).
- Participate in NYC Aging special projects and initiatives as needed.
- This position requires extensive field work.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

◆ **Differential of \$1,805 for ADA Registration.**

Minimum Qualifications:

1. A master's degree from an accredited college with a major in nutrition, food service management, food science, or public health, and one year 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; or
2. A baccalaureate degree from an accredited college with a major in nutrition, food service management, food science, or public health, and two 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; or
3. An associate degree from an accredited college with a major in nutrition, food service management, food science, or public health, and four years of full-time satisfactory experience as described in "1" above; or
4. Education and/or experience which is equivalent to "1", "2" or "3" above. College education may be substituted for professional experience at the rate of 30 semester credits from an accredited college for one year of experience. However, all candidates must have at least an associate degree as described in "3" above and at least one year of experience as described in "1" above.

Preferred Skills:

- Registered Dietitian. Serve Safe certified or New York City certificate in food protection.
- Familiarity with the food safety and sanitation standards required by the Department of Health and Mental Hygiene.
- 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.
- Bilingual (Spanish) preferred.

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

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program

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 # 776837

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 776837

Posting Date: **July 09, 2026**

Post Until: **Filled**

JVN No. **125-27-01 CW**