

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION  
JOB POSTING NOTICE**

<b>Civil Service Title: Dietitian</b>	<b>Level: III</b>
<b>Title Code No: 50310</b>	<b>Salary: \$59,210 - \$63,452</b> <b>Frequency: Annual</b>
<b>Business Title: Chief Dietitian</b>	<b>Work Location: 7 East 2<sup>nd</sup> Street (Rikers Island), East Elmhurst, NY 11370</b>
<b>Division/Work Unit: Nutritional Service Division (NSD)</b>	<b>Number of Positions: 1</b>
<b>Job ID: 616636</b>	<b>Hours/Shift: Varies</b>

**Job Description**

The New York City Department of Correction (DOC) is an integral part of the City's evolving criminal justice system, participating in reform initiatives and strategies aimed to move the City towards a smaller jail system without compromising public safety. The DOC is responsible for maintaining a safe and secure environment for our employees, visitors, volunteers and people in our custody. Importantly, safe jails enable DOC to provide people in custody with the tools and opportunities they need to successfully re-enter their communities. The DOC operates facilities and court commands across the five boroughs with more than 9,000 diverse professionals and knowledgeable experts.

The DOC seeks to hire a Chief Dietitian. Duties of this position include but are not limited to the following:

- Direct, organize and inspect the day-to-day functions of the dietitians in their assigned facilities for compliance with accepted departmental policies related to food preparation, portion control, tray service and prescribed clinical standards.
- Direct and supervise the work of all dietitians, monitors usage of supplements for the agency.
- In the absence of the director, assumes full responsibility of clinical issues
- Ensuring that the agency diet manual is prepared, revised, and updated
- Planning and conducting clinical staff meetings to discuss issues pertinent to the agency's clinical program
- Assisting the director in reviewing, planning, updating, and analyzing the menus for the general population as well as for therapeutic and religious diets
- Organizing, planning, and directing functions of the clinical program and collaboration, interaction of dietary service, i.e. urgent menu change, substitutions, communication.
- Planning Dietitians' schedules and ensuring adequate coverage.
- Ensuring Dietitians' full compliance with prescribed clinical standards.
- Planning new cook's Therapeutic Diet Training and Orientation; assist in-servicing nutrition education programs.
- Developing and coordinating ongoing quality assurance program.
- Implementing performance indicators and pursuing corrective remedies to ensure strict adherence to established standards.

**Minimum Qualification Requirements**

- A baccalaureate degree from an accredited college, with a major in dietetics or foods and nutrition in a program approved by the American Dietetic Association (ADA); or
- Registration as a Registered Dietitian by the ADA

**Additional Information**

The City of New York offers a comprehensive benefits package including health insurance for the employee and his/her spouse or domestic partner and unemancipated children under age 26, union benefits such as dental and vision coverage, paid annual leave and sick leave, paid holidays, a pension, and optional savings and pre-tax programs such as Deferred Compensation, IRA, and a flexible spending account.

**Preferred Skills**

- Ability to read and write English and to understand and carry out simple instructions.

**Residency Requirement**

New York City residency is not required.

**To Apply**

For City employees: Go to Employee Self-Service (ESS) - [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for **Job ID# 616636**  
For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for **Job ID# 616636**  
Submission of a resume is not a guarantee that you will receive an interview.  
Only those candidates under consideration will be contacted.

<b>Posting Date:</b> November 21, 2023	<b>Post Until:</b> Until Filled
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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.