

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING
JOB VACANCY NOTICE**

JVN 125-13-08-CW

Position: Nutrition Consultant (2 Positions)	Salary: \$52,110 - \$65,661* \$59,927 - \$65,661** ♦ ADA Differential
Bureau: Community Services	C.S. Title: Nutrition Consultant
Unit: Nutrition	Supervisor: Elysa Dinzes

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.

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

*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:

- RD or CDN certification is preferred;
- Candidate must be willing and able to travel within the five boroughs of New York City;
- Proficiency in Microsoft applications including Outlook, Word, Excel and PowerPoint is a must;
- 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.

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: October 2, 2012

Post Until: October 17, 2012

EQUAL OPPORTUNITY EMPLOYER