

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

JVN 125-14-08-CW

Position: Nutrition Consultant	Salary: \$52,110 - \$65,661* \$59,927 - \$65,661** ◆ \$1,648 ADA Differential
Bureau: Community Services	C.S. Title: Nutrition Consultant
Unit: Nutrition	Supervisor: Elysa Dinzes
<p>Job Description:</p> <ul style="list-style-type: none"> • 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. <p>➤ <u>This position requires extensive field work.</u></p> <p>*Non-City rate **City incumbent rate ◆ Differential of \$1,648 for ADA Registration</p>	

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.

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 # 149509

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 149509

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

Dated: April 22, 2014

Post Until: Until Filled

EQUAL OPPORTUNITY EMPLOYER