

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

**JVN 125-15-19-CW**

<b>Position:</b> Nutrition Consultant	<b>Salary:</b> \$54,494 - \$68,666* \$62,668 - \$68,666** ◆ \$1,648 ADA Differential
<b>Bureau:</b> Community Services	<b>C.S. Title:</b> Nutrition Consultant
<b>Unit:</b> Nutrition	<b>Supervisor:</b> Elysa Dinzes
<p><b>Job Description:</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Monitor and assess assigned meal programs for contract compliance with nutrition service standards and sanitary codes.</li> <li>• 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.</li> <li>• Review and approve menus; complete the nutrient analysis for recipes and menus.</li> <li>• Create nutrition education materials and provide nutrition education for assigned programs; participate in community health fairs.</li> <li>• 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.</li> <li>• Prepare reports and corrective action plans when required.</li> </ul> <p>➤ <b><u>This position requires extensive field work.</u></b></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 # 179984

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID# 179984

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

**Dated:** January 8, 2015

**Post Until:** Until Filled

**EQUAL OPPORTUNITY EMPLOYER**