

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

**JVN 125-18-11-CW**

<b>Position:</b> <b>Nutrition Consultant</b>	<b>Salary:</b> \$57,706 - \$72,713* \$66,362 - \$72,713** ♦ \$1,697 ADA Differential
<b>Bureau:</b> <b>Community Services</b>	<b>C.S. Title:</b> <b>Nutrition Consultant</b>
<b>Unit:</b> <b>Nutrition</b>	<b>Supervisor:</b> <b>Danielle Gill</b>

**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.
- Provide individualized nutrition counseling to homebound elderly or congregate meal participants if needed; interview clients in their homes and/or at senior centers to obtain meal patterns, food frequencies, health problems, medications, and other information that may impact nutritional status; Evaluate client data and prepare individualized care plans; Provide follow-up counseling as needed; complete assessment reports.
- Prepare reports and corrective action plans when required.

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

**\*Non-City rate**  
**\*\*City incumbent rate**  
**♦ Differential of \$1,697 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:**

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. Registered Dietitian and/or Certified Dietitian Nutritionist is a plus.

**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 # 317061

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID# 317061

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

Dated:

February 1, 2018

Post Until:

Filled

**EQUAL OPPORTUNITY EMPLOYER**