

**CITY OF NEW YORK  
NEW YORK CITY DEPARTMENT FOR THE AGING**

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Principal Nutrition Consultant</u>	Salary:	\$68,383 - \$84,473* \$78,641 - \$84,473**
			◆ <b>Differential for ADA Registration</b>
Title Code:	<u>50416</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Principal Nutrition Consultant</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Community Services/Nutrition</u>		

**Job Description:**

Under administrative direction, coordinates the activities of subordinate personnel in monitoring, auditing and assessing a citywide program of community-based sites for the provision of meals to the elderly, as well as in the provision of individual nutrition counseling; trains and provides guidance to subordinate personnel.

- Assign and supervise Nutrition Consultants; plan and conduct in-service training and development programs; review documents and findings prepared by subordinate personnel; evaluate performance of subordinate personnel.
- Determine the nature and extent of program site needs; coordinate services with other aspects of agency and site programs.
- Provide orientation, consultation, and training to Nutrition Consultants on menu planning; food purchasing, storage, and preparation; budgeting and cost control; therapeutic diets; medical nutrition therapy and nutrition education; and other activities necessary for running and effective program.
- Interpret mandated nutritional standards and guidelines for meal preparation.
- Establish and maintain mechanisms to evaluate and assess the effects of the program on the target population.
- Maintain a professional relationship with educational, research, and governmental groups including the NYC Department of Health & Mental Hygiene (DOHMH) in order to participate in a mutually beneficial exchange of information regarding nutrition and program techniques; represent the Department for the Aging at meetings and professional conferences.
- Prepare reports and documents and needed and participate in special projects as assigned.
- Monitor senior centers and home delivered meal programs, and/or provide in-home nutrition counseling as needed.

\*Non-City rate

\*\*City incumbent rate

\*\* This position may require some field work.

➤ **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 science, or Institutional management and six years of full-time paid experience in an institutional or community services setting in the administration or auditing of all phases of a meal program; at least two years of which was in a supervisory capacity; Or
2. Education and/or experience with is equivalent to "1" above

**Preferred Skills:**

Registered Dietitian and Certified Dietitian Nutritionist preferred.

The ideal candidate will have strong organizational skills, the ability to multi-task and prioritize workload in order to meet deadlines in a fast paced environment. The ideal candidate will also have excellent computer and writing skills. Familiarity with the different nutrition analysis software and the food safety and sanitation standards required by the Department of Health and Mental Hygiene is preferred. The ability to work with diverse populations and communicate with both internal and external stakeholders is also 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 #348257

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID#348257

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

Posting Date: **July 2, 2018**

Post Until: **Filled**

Posting No. **125-19-07 CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**Note: This position is open to qualified persons with a disability who are eligible for the 55-a Program.**