CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING

CITYWIDE VACANCY NOTICE

Civil Service Title: Principal Nutrition Consultant	Salary: $66,191 - $81,765*

Differential for ADA Registration

Title Code: 50416	Number of Positions: 1

Office Title: Principal Nutrition Consultant	Work Location: 2 Lafayette Street, NYC

Division/Work Unit: Community Services/Nutrition

Job Description:

- Under administrative direction, coordinates the activities of subordinate personnel in monitoring, auditing and assessing a city-wide 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 costs control; therapeutic diets; medical nutrition therapy and nutrition education; and other activities necessary for running an 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 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; participate in special projects as assigned.
- Monitor senior centers and home delivered meal programs and/or provide in-home nutrition counseling as needed.

- This position may require some field work.

*Non-City rate
**City incumbent rate

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 which is equivalent to "1" above.

Preferred Skills:

- Registered Dietitian and/or Certified Dietitian Nutritionist preferred.
- The ideal candidate should have strong organizational skills, and the ability to multi-task and prioritize workload in order to meet deadlines in a fast paced environment.
- The ideal candidate should 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 #227131
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#227131
Please do not email, mail or fax your resume to DFTA directly.

Posting Date: January 5, 2016	Post Until: Filled	Posting No. 125-16-16 CW

WE ARE AN EQUAL OPPORTUNITY EMPLOYER