

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Administrative Nutritionist	Level: M1
Title Code No: 10028	Salary: 53,051.00/57,210.00/\$90,000.00 Frequency: ANNUAL
Office Title: Administrative Nutritionist	Work location: 33 Beaver Street, NY, NY 10004
Division/Work Unit: Policy & Planning/Health & Mental Health	Number of Positions: 1
Hours/Shift: Mon. - Fri. 9:00AM – 5:00PM	Agency Tracking #: 3059 POSITION#: 319

Job Description

The NYC Department of Homeless (DHS) seeks an Administrative Nutritionist for the Health and Mental Health Unit. Reporting directly to the Agency Medical Director, the Administrative Nutritionist will manage the meal programs and vendor relationships for the clients served at Department of Homeless Services (DHS) shelter intake points and in shelters. The Administrative Nutritionist will provide technical assistance, advise on nutritional standards, and serve as the primary contact among food service contractors, shelter providers, and DHS.

Responsibilities will include, but are not limited to:

- Monitoring and assessing assigned meal programs and ensuring that all shelter programs and caterers are in compliance with all relevant food standards, including the New York City Agency Food Standards;
- Creating nutrition education materials and providing nutrition technical assistance, outreach, recommendations, and training to DHS and vendor program personnel, sponsors, and caterers in all aspects of food service management and nutritional standards, i.e., menu planning, food purchasing/preparation, storage and safety;
- Making recommendations to food service contractors and DHS providers to ensure compliance with Local Law 50 of 2011 regarding the purchase of NYS products;
- Assessing proposed new sites and food service contractors;
- Ensuring the annual inspection of shelter programs and caterers;
- Reviewing, updating, and approving menus, including formulating and distributing menus and guidance to vendors and providers regarding special diets, such as for pregnancy, diabetes, and allergies, among others;
- As necessary and indicated, completing the nutrient analyses for recipes and menus;
- Establishing and maintaining professional relationships with relevant educational, government/community agencies, and healthcare professionals and providers, among others; and,
- Preparing reports and corrective action plans, as indicated and necessary.

Qualification Requirements

1. A general baccalaureate degree from an accredited college and a master's degree in foods and nutrition from an accredited college, and five years of full-time experience in a nutrition education program in the field of public health, two years of which shall have been in a supervisory, administrative, consultative, managerial or executive capacity;
- or
2. A satisfactory equivalent combination of education and experience. However all candidates must possess the educational requirements and the two years of supervisory, administrative, consultative, managerial or executive experience as specified in "1" above.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to NYC Careers by using the following <https://a127-jobs.nyc.gov/>.

Most public libraries have computers available for use.

No phone calls, faxes, e-mails and personal inquiries permitted.

Post Date: 4/27/2016

Post Until: Until Filled

JVN: 071-2016-239766

The City of New York is an Equal Opportunity Employer.

