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, on the telephone, 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

Minimum Qualifications:
1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) 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: a) monitoring and assessing or managing all phases of a meal program, or b) providing nutrition counseling or nutrition education. At least two of the four years of experience must have been acquired within the last five years. In addition, at least two years of experience must have been in monitoring and assessing or managing all phases of a meal program in an institutional, residential, hospital, or community-based program; or

2. A master’s degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) 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: a) monitoring and assessing or managing all phases of a meal program, or b) providing nutrition counseling or nutrition education. At least two of the three years of experience must have been acquired within the last five years. In addition, at least two years of experience must have been in monitoring and assessing or managing all phases of a meal program in an institutional, residential, hospital, or community-based program.

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