

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Principal Nutrition Consultant</u>	Salary:	\$66,191 - \$81,765* \$76,120 - \$81,765**
			◆ <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 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

◆ **Differential of \$1,648 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 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](http://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: <b>January 5, 2016</b>	Post Until: <b>Filled</b>	Posting No. <b>125-16-16 CW</b>
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**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**