

PRINCIPAL NUTRITION CONSULTANTDuties and Responsibilities

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; trains and provides guidance to subordinate personnel.

Examples of Typical Tasks

Assigns and supervises Nutrition Consultants; plans and conducts in-service training and development programs; evaluates performance of subordinate personnel.

Determines the nature and extent of program site needs; establishes short and long term site goals; coordinates services with other aspects of agency and site programs.

Provides orientation, consultation and training to Nutrition Consultants on menu planning; food purchasing, storage and preparation; budgeting and cost control; therapeutic diets; staff recruitment; and other activities necessary for running an effective program.

Interprets and implements mandated nutritional standards and guidelines for meal preparation; prepares position papers and testimony concerning pending legislation and proposed rules and regulations which will affect meal programs for the elderly.

Establishes and maintains mechanisms to evaluate and assess the effects of the program on the target population; directs research activities; prepares reports to document findings.

Maintains liaison with educational, research, and governmental groups including the State Office for the Aging in order to participate in a mutually beneficial exchange of information regarding nutrition and program techniques; represents the Department for the Aging at meetings and professional conferences.

Qualification Requirements

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.

Direct Lines of Promotion

From: Nutrition Consultant (50415)

To: None