

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB POSTING NOTICE**

Civil Service Title: Dietitian	Level: III
Title Code No: 50310	Salary: \$52,352 (Starting Rate) \$56,104 (Incumbent Rate) Frequency: Annual
Business Title: Dietitian	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Nutritional Services Division	Number of Positions: 1
Job ID: 320318	Hours/Shift: Day

Job Description

The New York City Department of Correction (DOC) provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.

The DOC seeks to hire a Dietitian. Duties of this position include but are not limited to the following:

- Inspecting assigned food service for compliance with accepted standards and departmental policies related to food preparation, portion control, tray service, sanitation of work areas, use and care of equipment and supplies
- Ensuring that the agency diet manual is prepared, revised and updated
- Planning and conducting staff meetings to discuss issues pertinent to the agency's clinical program
- Assisting the director in reviewing, planning and updating of menus for the general population as well as for therapeutic and religious diets
- In the absence of the director, assumes full responsibility
- Under administrative direction, organizing, planning and directing the operation of the dietary service for an agency
- Organizing, planning, and directing functions of the dietary service
- Planning Dietitians' schedules and ensuring adequate coverage
- Ensuring Dietitians' full compliance with prescribed clinical standards
- Planning staff orientation and in-service educational programs
- Developing and coordinating ongoing quality assurance program.
- Implementing performance indicators and pursuing corrective remedies to ensure strict adherence to established standards.

Minimum Qualification Requirements

- A baccalaureate degree from an accredited college, with a major in dietetics or foods and nutrition in a program approved by the American Dietetic Association (ADA); or
- Registration as a Registered Dietitian by the ADA.

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: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID # **320318**

For all other applicants: Go to www.nyc.gov/careers and search for Job ID # **320318**

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consider will be contacted.

Posting Date: 1/18/18	Post Until: 2/1/18
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The City of New York and the Department of Correction are Equal Opportunity Employers