

NUTRITIONIST  
(VILLAGE OF PLEASANTVILLE)

GENERAL STATEMENT OF DUTIES: Prepares menus and meals for village's community/privately funded senior citizen meal program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the village administration, prepares menus, purchases ingredients, modifies recipes, performs cost analysis, and prepares the meals for both the Village of Pleasantville's Congregate Meal Program (Lunch and Learn), and their Home Delivered Meal Program. Incumbent is also responsible for providing informational nutrition programming for the seniors at the nutrition site. Incumbent supervises volunteers and site personnel.

EXAMPLES OF WORK: (Illustrative Only)

Plans menus to ensure nutritionally balanced meals for senior citizens;

Performs cost analysis of meals in order to be sure that monies collected will cover the cost of the ingredients used;

Purchases ingredients required for meal preparation;

Prepares meals, serves and cleans up kitchen, assisted by program volunteers;

Schedules and supervises staff and volunteers who assist in kitchen and/or deliver meals to senior citizens;

Maintains daily attendance records of seniors at the site and those receiving home delivered meals;

Maintains records of monies taken in;

Acts as liaison between Village of Pleasantville's Recreation Department and the Pleasantville Presbyterian Church (site of the Congregate Meal Program);

Provides monthly nutrition programs;

Authors materials on nutrition for distribution to program participants;

Performs nutrition assessment and counseling;

Performs eligibility analysis for program participants (initial and bi-annual re- evaluations).

May assist in setting up for recreational activities which take place after the meals are served.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of normal and therapeutic nutrition and nutrition standards; good knowledge of quantity food preparation and service techniques, particularly related to the elderly; good knowledge of the eating habits, nutritional needs and food interests of the elderly; ability to demonstrate efficiency and economy in the preparation of large quantities of food; ability to effectively impart professional knowledge to program participants; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to maintain records of average complexity and prepare reports; skill in making quantity-produced food attractive and appetizing; initiative; resourcefulness, dependability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Graduation from a recognized college or university with a Bachelor's Degree in Foods, Nutrition, Nutrition Education or Dietetics and two (2) years experience as a Nutritionist or in food service work, e.g., restaurant, school lunch program, hospital, day care center, senior citizens' center, nursing home; or (b) a Master's Degree in the above fields and one (1) year of the experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL NOTE: Experience gained as a Dietetic Intern may be substituted for up to one (1) year of the required experience.

SPECIAL REQUIREMENT: Must be a current Certified Dietician-Nutritionist by New York State.

Village of Pleasantville  
J. C.: Competitive  
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Job Class Code: 0301