



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** \_\_\_\_\_ **POSTING DATE\*:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**RATE OF PAY:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**NOTE:** Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the [Rule of Three](#).

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**APPLICATION DEADLINE / LAST FILING DATE\*:** \_\_\_\_\_

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

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*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

## NUTRITION SERVICES COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position responsible for the provision of nutrition as well as dietetic services for various populations in Ontario County. These services include but are not limited to directing food preparation and service and/or supervision of contractors providing food services; assessing the nutritional needs of clients of various ages; planning cycle menus for a large-scale nutrition program meeting federal and state standards and providing nutrition education and counseling for clients to adequately meet nutrition needs. The work is performed under general supervision with considerable latitude permitted for the exercise of independent judgment. Supervision is exercised over the work of assigned subordinate personnel.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

### **ONTARIO COUNTY CORRECTIONAL FACILITY:**

Audits and assesses planning, preparation, and service of nutritious and palatable meals for the inmate population;  
 Provides nutrition education programs for the inmate population;  
 Monitors food preparation and service for compliance with state and local sanitation codes;  
 Initiates feedback from the inmate population concerning the quality and appeal of food and suggests modifications as needed;  
 Completes audits as needed in conjunction with agency's quality assurance process;  
 Attends meetings as related to job duties;  
 Submits required reports.

### **OFFICE FOR THE AGING:**

Approves menus for large-scale meal preparation, which meet all federal and state standards and guidelines in conjunction with the appropriate Cook-Manager;  
 Presents nutrition education programs to senior participants every other month at all congregate sites;  
 Provides written nutrition education materials monthly to all home delivered and congregate meals clients;  
 Monitors food from supply to distribution including proper handling of foods, preparation, food packaging, temperatures, monitoring, and equipment maintenance, ensuring compliance with all codes;  
 Monitors sites to maintain compliance with regulations, as well as participant satisfaction and completion of reports;  
 Monitors home meal delivery for food portions, temperatures, quality, delivery techniques and client condition;  
 Provides nutrition counseling in the home, office, congregate site or via telephone;  
 Develops and implements a counseling plan, evaluates the outcome, and maintains required documentation;  
 Provides technical assistance and training in food service practices, equipment specifications, sanitary codes, new products, production efficiency and nutritional needs with food service staff;  
 Completes all logs, reports and forms as required;  
 Runs and reviews monthly summary reports for Nutritional Education and Nutritional Counseling.

Continued on Page 2

## NUTRITION SERVICES COORDINATOR

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of quantity food preparation and service; thorough knowledge of nutritional needs, eating habits and food preferences of the aging; thorough knowledge of the principals and practices of dietetics and diet therapy; thorough knowledge of the relationship of nutrient intake to health and restorative and rehabilitative treatment; thorough knowledge of the sanitation aspects of food preparation and service; working knowledge of community agencies, facilities and services that may be utilized to help the aging; working knowledge of public relations techniques; ability to plan and supervise the work of others; ability to analyze foods for nutrient content and their conformity to requirements; ability to prepare analytical reports; ability to establish effective working relationships with a wide variety of people including staff, clients and the public; tact; integrity; physical condition commensurate with the demands of the position.

### QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree, or higher, in a field related to foods and nutrition, food service, or nutrition management AND two (2) years of full-time paid experience, or its part-time equivalent, in administration of a nutrition program or large quantity food service.

### SPECIAL REQUIREMENT AT TIME OF APPLICATION:

1. Registered as a Dietitian with the Academy of Nutrition and Dietetics; AND
2. Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

APPROVED: FEBRUARY 29, 2012

REVISED: 12/12/18, 9/20/19; 11/3/22

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

Verification of Dietetic / Nutritionist Certification found at: [www.cdrnet.org](http://www.cdrnet.org)