



## **SPECIAL DIETS COORDINATOR**

**2024 DATES:** June 18 - August 5 (includes training, summer camp, & time-off periods).

**2024 POSITION SALARY:** \$400-425 per week for 7 weeks with the possibility of weekly or per diem employment through mid September.

Housing and Meals provided.

**REPORTS TO:** Food Service Director

**PRIMARY RESPONSIBILITY:** To assist the Food Service Director in providing meals to the camp community, including those with special dietary requirements.

### **MINIMUM QUALIFICATIONS:**

- Be at least 18 years of age
- Knowledge of and experience with food service, including food preparation, family-style and buffet style serving, cleaning, and industrial kitchen equipment
- Commitment to bringing the Camp Little Notch Mission to life
- Strong work ethic and willingness to learn

### **ESSENTIAL JOB RESPONSIBILITIES:**

- Collaborate with the Food Service Director and Health Director on a weekly basis to plan menus that support that week's dietary/allergy needs. Menus should be creative, nutritious, and of similar quality and substance to the meal being served to the greater camp community.
- Personally oversee the daily preparation and serving of these special meals.
- Work to create personal relationships with the campers and staff who require special diets in order to promote trust, comfort and a sense of safety.
- Utilize UltraCamp to access camper paperwork which highlights dietary needs and create working lists of major allergies and dietary needs as noted in UltraCamp.
- One week ahead of their camp session, make contact with each camper who has a special diet.

- Practice excellent customer service skills; regularly communicate with camper parents regarding their child’s dietary needs over phone, email or in person.
- Assist in the management of daily operations of the camp food and dining service, including coordinating distribution between the kitchen and dining hall, assisting in creation of meals that are nutritionally balanced, ensuring food is prepared in a safe and efficient manner, and food is served on time, in coordination with kitchen and other staff.
- Assist with all aspects of meal preparation as assigned, including, but not limited to, washing and peeling, chopping, baking, mixing, etc.
- Assist in routine sanitation of the kitchen and related equipment; clean and maintain all food preparation and storage areas.
- Assist in the daily cleaning of all dishes.
- Assist in the daily cleaning of the kitchen and dining hall.
- Assist the Food Service Director in the receiving and unpacking food orders.
- Assist the Food Service Director in packing weekly pack-out dinner and breakfast boxes.
- Work with camp counselors to plan appropriate special diet options for pack-out dinners, as needed.
- Work as a member of the food service team, working with the Food Service Director on assigned tasks to meet kitchen goals of timely, well-prepared meals.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong verbal and written communication skills.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work productively in a fast-paced environment.
- A working knowledge of major food allergens (“The Big 8”) and dietary needs (such as vegetarian, vegan, gluten-free, and lactose intolerant).
- A working knowledge of how to read food labels and assess items for any potential of contamination or cross-contamination.

**PHYSICAL ASPECTS OF THE POSITION:**

- Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
- Ability to traverse varying terrain while moving between activities.
- Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
- Endurance to meet emergency needs.
- Ability (and willingness) to live in a communal camp setting with adults and children while working irregular hours.

I acknowledge that I have read and understand this job description and have received a copy for my records.

Employee Name:		Date:	
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