

# Camp High Hopes

## *Dietary Aide*

### *Job Description*

Job Title: **Dietary Aide**

Classification: Seasonal (June-August)

Onsite Housing: No

Reports to: Operations Director

#### Qualifications:

- ◆ Prior commercial food service experience beneficial.
- ◆ Knowledge ServeSafe food safety standards.
- ◆ Understanding of dietary restrictions that include gluten free, nut free, low cholesterol/calorie, and other similar restrictions due to allergies or health concerns.
- ◆ Experience working with people with disabilities beneficial.
- ◆ Minimum 16 yrs of age

#### Position Purpose:

To further the mission of the camp through assisting with meal service, meeting individual dietary needs, and assisting in the upkeep of kitchen, dining, and food service areas.

#### Essential Job Functions:

- Assist with the distribution and clean-up of meals.
  - Prepare kitchen and dining area for meal services in advance.
  - Receive meals from catering service prior to service time and implement organized distribution of meals to campers and staff.
  - Assure campers are given meals in accordance to dietary restrictions and allergies.
  - Return all used dishes to catering service.
  - Provide appropriate post-meal clean-up to kitchen and dining area, including but not limited to: trash remove, sweeping, mopping, cleaning of dining tables, serving line, prep-tables, refrigerator and freezer.
  - Be aware of and implement proper food handling and safety guidelines.
- Prepares substitute meals for special diets as required.
- Maintain proper food handling, preparing, and storage.
- Maintain high standards of health and safety.
  - Be alert to camper dietary needs.
  - Review dietary records and prepare diet chart for kitchen.
  - Ensure kitchen and dining area are cleaned and well maintained, including the daily logging of refrigerator and freezer temperatures.
  - Ensure all cleaning supplies are kept in locked storage when not in use and proper supervision is given when in use.
  - Be alert to kitchen security and limited access to staff and campers.
  - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Program Director.
- Be a role model to campers and staff in your attitude and behavior.
- Follow and uphold all safety and security rules and procedures.
- Set a good example to others in regards to general camp procedures and practices including sanitation, schedule, and safety.
- Regular and punctual attendance at location determined by employer.
- Be at work on time and clean in appearance.

#### Other Job Duties:

- ♦ Contribute to verbal and written evaluations and communication as requested.
- ♦ Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- ♦ Other duties as assigned.

#### Relationships:

Reports to Dietary Lead. Works closely with the program and healthcare teams.

#### Equipment and Structures Used:

Equipment and structures used, but not limited to, includes: refrigerators, freezers, ice machines, catering warmers, food warmers, ovens, microwaves, dish sinks, hot/cold water, mechanical dishwashers, mops, brooms, sanitizing agents, and kitchen and camp equipment as required.

#### Knowledge, Skills, and Abilities:

- ♦ Desire and ability to work in a commercial food service environment.
- ♦ Understand the needs of various dietary restrictions and meal portions.
- ♦ Ability to relate to people with disabilities in a positive manner.
- ♦ Demonstrate knowledge and skill in safe operation of a commercial kitchen.
- ♦ Ability to work varied, seasonal schedule: 40hrs per week (Sun-Fri) June-August.

#### Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring emergency response. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- ♦ Physical requirements include climbing, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate activity equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the frequent ability to lift up to 100lbs with the assistance of other staff members or medical equipment. Willingness to work irregular hours at the facility available. Operate with daily exposure to the sun and heat, snow and cold, varying weather conditions, and animals such as bugs, snakes, bats, etc.