



a seriousfun camp

## Dietary Specialist Job Description

**Title:** Dietary Specialist  
**Reports to:** Assistant Camp Director, Residential Life  
**Status:** Summer 2017, Seasonal

The Dietary Specialist will further the mission of Roundup River Ranch by supporting all activities in the Kitchen to ensure campers, volunteers, and staff requiring special diets have a high-quality food service experience; to ensure the highest standards of sanitation are met to support the medical safety of all campers, staff and volunteers.

This position will work directly with the medical team and Food Service Manager to create individualized meal plans and meals to meet the dietary requirements of our campers, staff, and volunteers. These needs can include, but are not limited to life threatening food allergies, food intolerances, special caloric requirements, and modified diets to accommodate difficulties with chewing, swallowing, digestion, diabetes, metabolic disorders, hormonal deficiencies, enzyme deficiencies and more.

### Job Responsibilities:

- 1. Special Diets management and support.** This includes, but is not limited to; gluten-casein free, gluten free, low protein (phenylketonuria), low fat, high fat, sugar free, food allergies and intolerances, vegetarianism, and veganism:
  - Support the creation of standard weekly special diets menus (vegetarian, gluten-free, dairy-free, etc.).
  - Lead the creation of special weekly menus for campers with very specific food allergies or highly specialized diets by identifying allergenic foods on regular diet menu and developing comparable, alternate option(s) for camper(s). Menus should include appropriate options for the entrée, sides, dessert. Each menu item should be matched as closely as possible to regular diet menu. Menus will be created by incorporating research with interviews of parents, campers, and campsite staff.
  - Ensure each camper and/or staff/volunteer has the correct special plate in a timely manner (at the same time or before all other food goes out to the tables)
  - Assist with and when needed take the lead on preparation of all special dietary foods for every meal (breakfast, lunch, snack, and dinner).
  - Ask for feedback from diners on overall dining experience, particularly with special diets, in addition to food likes and dislikes.
- 2. General Kitchen Support and Assistance.** This includes, but is not limited to:
  - *Inventory Control and Ordering*
    - Manage inventory for snacks, particular with concern to special dietary snack needs
    - Coordinate orders for snacks and food as needed with Food Service Manager, particularly with concern to special dietary inventory needs
  - *Hot and Cold Food Preparation*
    - Assist in hot and cold food preparation as needed, with particular focus on special dietary foods
  - *General support with kitchen cleaning after and between meals, as well as assistance with weekly deep cleanings*
    - Wash dishes, glasses, and silverware by hand or machine as needed
    - Keep dishwasher area clean; straighten counter / clean after each meal
    - Take out trash from kitchen, garden, and dining room to dumpster
    - Clean and wash trash cans as needed
    - Assist with food preparation as needed
    - Wash pots and pans, as needed



- o Help unload supply and food trucks and put food supplies away
- o Clean up spillages in kitchen and/or dining room promptly
- o Sweep and Mop dining room and kitchen
- o Check temperature of refrigerator and dishwasher and record daily
- o Assist with the preparation of the salad bar
- o Assist staff and campers with distribution of food for each meal, and assist staff and campers returning for seconds
- o Work in dish room, dish washing station, cleaning closet and loading dock with fellow staff and volunteers to maintain high level of sanitation.

3. **Working as a team with and support for all Kitchen Volunteers.**

- Welcoming volunteers in the kitchen and ensuring they have what they need
- Teaching or assisting in teaching various skills in areas as assigned
- Being a positive and encouraging member of the team, and giving kitchen volunteers appreciation and positive feedback

4. **Assisting in camp-wide activities as needed, and other duties as assigned.**

**Qualifications:**

- Degree in nutrition or registered dietician **or** experience in working with special diets
- Passion for the Roundup River Ranch mission
- Age 19 years old, or older
- Must be available May 12<sup>th</sup> – August 13<sup>th</sup>, 2017
- Desire and ability to work with children
- Desire and ability to support programs outside of the kitchen and interact directly with children
- Desire to support children with serious illnesses by ensuring the highest standards of food safety and sanitation.
- Ability to work well with others and as part of a team
- Good time management skills
- Enthusiasm
- FLEXIBILITY
- Willingness and ability to assist Food Service Manager in the direction of volunteers during their time in the kitchen

**Special Conditions**

- This is a residential position and requires long work days. Employees are assigned a daily one hour break. Accommodation will be provided for the duration of the contract and meals will be provided while camp is in session.
- This position requires additional duties of program and camper support, including helping set up and take down evening camper activities, eating meals with campers and participating in assigned cabin activities, and helping program staff with leading camper activities. Kitchen Assistants will not, however, be required to assume primary responsibility for campers and their needs.

**Essential Functions**

Roundup River Ranch camp staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans, which may include callings for help, running distances up to a half-mile, and watching to see if campers are responding appropriately.
- Must have the ability to walk, stand, sit, climb, kneel, crouch, stoop and stand
- Be able to move items (such as canoes, archery and sports equipment, craft supplies, and bicycles) around in the program areas, and collect firewood: this will require the strength and mobility to push, pull, lift, and carry items up to 50 pounds.

**Applications** Applicants are asked to complete an online application. The application may be accessed through our website at [www.RoundupRiverRanch.org](http://www.RoundupRiverRanch.org).