

Wisconsin Lions Camp
A Project of the Wisconsin Lions Foundation, Inc.

Job Title

Special Diet Cook

Responsible to

Food Service Supervisor, Camp Director

Summary

The purpose of the Special Diet Cook is to prepare safe and high-quality meals for campers and staff with special dietary needs.

Required Qualifications

1. 18 years or older.
2. Local resident or able to commute on a daily basis (on-site housing may be available).
3. Desire to work in the Camp kitchen and learn the food service routine.
4. Ability to accept supervision and work well both independently and with others.

Preferred Qualifications

1. Previous food service experience.
2. Food handler certification.
3. Knowledge of special dietary needs.

Essential Functions

1. Sufficient visual, auditory, communication, and cognitive abilities to learn Special Diet Cook duties and tasks.
2. Ability to communicate effectively with campers, their guardians, counselors, and the Food Service Supervisor in order to understand and relay information about special diets.
3. Ability to pay great attention to detail.
4. Ability to stand for extended periods of time.
5. Ability to work with people of differing abilities to provide customer service to the campers, staff, and other guests who are at camp.
6. Ability to lift and move things up to thirty pounds in weight.
7. Ability to receive and follow general instructions and to work well with various co-workers and supervisors.
8. Represent the Wisconsin Lions Camp professionally at all times.
9. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

Specific Responsibilities

1. Be on time for shifts and be ready to work in proper attire.
2. Follow all food safety procedures.
3. Maintain a clean and sanitary work station.
4. Maintain organization of the special diets cooler, freezer, and cupboards.
5. Read, understand, and organize a weekly list of campers with special diets.
6. Plan ahead to create a shopping list of ingredients needed to prepare food for those with special diets.
7. Assist Food Service Supervisor in keeping track of inventory of special diet food items.
8. Meet with campers, their guardians, and staff members as necessary to discuss special dietary needs.
9. Communicate with counselors to ensure the special dietary needs of their campers are met.
10. Read and understand ingredient labels.
11. Read and follow recipes to prepare dishes for campers and staff.
12. Take precautions to prevent cross-contact between foods which contain allergens.
13. Measure and record temperatures of foods requiring time and temperature control.
14. Work with the Cook to arrange use of shared kitchen equipment.
15. Work with the Cook to identify which menu items are safe and suitable for those with special diets.
16. Set up the special diet table at meal times, clearly labeling all food being served.
17. Assist in processing of deliveries of food and kitchen supplies as directed.
18. Other duties as assigned, which may include prep work, assisting in the serving of meals, dishwashing, and cleaning tasks.
19. Assist in creating the Camp atmosphere in the dining hall by decorating the dining room and participating in the weekly kitchen parade.
20. Maintain the confidentiality of campers and staff relating to issues such as food needs, health, behaviors, and other situations that may arise.
21. Assist in camp emergencies or other situations as directed by administrative staff.

Typical Summer Schedule (Subject to Change)

<i>Morning shift</i>	Monday – Friday	6:00 am – 2:00 pm
<i>Evening shift</i>	Sunday – Thursday	1:00 pm – 8:30 pm

Revised 12/18