

# Cook/Dietary Services Specialist

**Classification:** Exempt  
**Salary Range:** DOE – Seasonal Stipend  
**Department:** Camp/Kitchen  
**Reports to:** Chef  
**Date:** 2018

## Summary/Objective:

The Cook/DSS is responsible for performing a wide range of duties assigned by the Chef, including prep work, cooking, baking, serving, inventory, and cleaning to provide our campers, families, staff, and guests with high quality, and healthy, tasty food. This position has responsibility for overseeing special diet requests and modifications for allergies.

Reports to: Chef

Provides Supervision to: Dietary Aides and Volunteers on shift

## Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversight of special dietary menu and service delivery
2. Work within established budget
3. Minimize food waste
4. Keep all food and kitchen areas up to health code
5. Ensure that Camp Korey is in compliance with relevant federal and state laws, local regulations, and SeriousFun and American Camp Association accreditation criteria, ensuring the safety and well-being of campers, families, and crew

## Key Competencies:

Should have the following qualities, knowledge of and/or experience in:

- High standards for providing healthy nourishment to campers and guests
- Committed to results: ‘can-do’ mindset with emphasis on accountability
- Keen attention to detail and regard for safety
- Creative and strong problem-solving abilities
- Strong motivational and staff leadership abilities
- Excellent communication and presentation skills
- Able to organize and prioritize projects
- High level of integrity and impeccable work ethic
- Computer proficient with knowledge of office and outlook programs

## Work Environment:

Work is regularly performed in commercial kitchen environment routinely utilizing standard kitchen equipment, computers and phones.

Working outside will sometimes be necessary, in various weather conditions

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand for long hours, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, twist and bend; lift, carry, move, push and pull up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have the ability to discern different tastes and have keen olfactory senses.

**Position Type/Expected hours of work:**

This is a full-time seasonal position. Standard days and hours of work are eight hour shifts between Sunday through Friday, 6:00 a.m. to 10:00 p.m. However, the position requires the ability to work long hours, during non-standard hours if needed and on short notice as the need arises.

**Travel:**

Occasional local travel may be required, primarily during the day. Some out-of-area or overnight travel may be expected.

**Required Education, Training and Experience:**

- High School Diploma
- Three to five years successful group cooking experience
- High proficiency with specialized diet and allergy restrictive cooking

**Preferred Education, Training and Experience:**

- Culinary training
- Experience cooking for large groups, preferably in a healthcare or institutional setting
- Two or more years of supervisory experience managing a multi-functional staff
- Two or more years' experience with a non-profit organization

**Additional Eligibility Requirements:**

- Valid driver's license
- Background check
- Current Vaccinations
- Current Food Safety Card
- CPR/First Aid Certification

**EEO Statement**

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions be based on merit, qualifications, and competence. Camp Korey provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, Camp Korey complies with applicable state and local laws governing

nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Signatures:**

This job description has been approved by all levels of management:

Department Director \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_