



## Camp Blue Spruce

Job Title: **Extra Allergy Coordinator**

Reports to: Kitchen Manager or Camp Director

### **Position Purpose:**

The Extra Allergy Coordinator (EAC) is the primary resource and communicator for all campers with additional food allergies. The EAC will ensure that, at each meal, the campers know what foods are and are not safe for them to eat; will answer any questions that campers have about ingredients in food; and will liaise with the kitchen so that any necessary alternate dishes or meals are provided.

### **Essential Job Functions:**

- ◆ Develop systems to track camper allergens.
- ◆ Understand and clarify the range of camper allergens.
- ◆ Communicate with the Kitchen before each meal to confirm all ingredients in all dishes.
- ◆ Create a per meal Extra Allergy Cheat Sheet. Give one copy to the Kitchen Manager.
- ◆ Write each meal's menu on a whiteboard and note any extra allergens present in each dish served.
- ◆ Label all extra allergens on the line where they are being served.
- ◆ Present the meal to the campers and answer any questions.
- ◆ Organize and serve snack, keeping in mind alternatives for kids with extra allergies
- ◆ Be available near the line during mealtimes and snacks to answer any camper questions and ensure alternate dishes or meals are received.

### **Other Job Duties:**

- ◆ Maintain high standards of health and safety in all activities for campers and staff.
- ◆ Be a role model to campers and staff in your attitude and behavior.
  - a. Follow and uphold all safety and security rules and procedures.
  - b. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
  - c. Participate in camp activities
  - d. Aim to provide a safe and positive camp experience for all.
- ◆ Participate as a member of the camp community
- ◆ Uphold Camp Blue Spruce values at all times

### **Qualifications:** (Minimum Education and Experience)

- ◆ Knowledge & Training in Nutrition and/or Dietetics
- ◆ Understanding of Food Allergies and Sensitivities & Allergy Safe Food Preparation
- ◆ ServSafe Certification
- ◆ Use of Microsoft Office, including Excel

### **Knowledge, Skills, and Abilities:**

- ◆ Attention to Detail
- ◆ Organization, particularly of information
- ◆ Good Communication, across a broad age-range
- ◆ Ability to interact well with kids and adults
- ◆ Ability to manage large groups of 70+ people.
- ◆ Ability to relate to youth and adults in a positive manner.
- ◆ Ability to work congenially with staff while providing leadership and expertise.

### **Physical Aspects of the Job:**

- ◆ Ability to communicate and work with groups and interact as necessary with campers and staff.
- ◆ Ability to observe camper and staff behavior and provide both positive and constructive feedback as necessary
- ◆ Assess appropriateness of systems and make changes as necessary; enforce appropriate safety regulations and emergency procedures.
- ◆ Visual and auditory ability to identify and respond to environmental and other hazards related to the position.

### **Salary Information**

\$650/week.

*Some physical requirements of the Extra Allergy Coordinator position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate information and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.*