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## Alternative Diet Chef Job Description

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### General Function

The Alternative Diet Chef (AD Chef) is an essential kitchen team member as Camp Augusta generously accommodates alternative diets for all guests and staff. The percentage of alternative diets for one meal varies from 20-60%, hence having a full time staff member. They are responsible for the planning, preparation, execution, and service of these meals. The AD Chef is flexible and contributes to the kitchen team if their work decreases and at the same time requests additional support from the kitchen manager if their workload increases. They are a positive, creative, and focused person who is familiar with specialized diets (gluten-free, vegetarian, vegan, etc) and the planning and preparation of. They treat all recipients with respect and love and has attention to a high level of service.

Generally speaking, all duties are expected to be done in a professional, timely, pleasant, and efficient manner. All staff members are expected to contribute to the community nature of camp and may at times be asked to perform functions that are not a regular part of their daily routine. In addition, all staff are expected to conduct themselves in a manner consistent with the camp mission and general operating policy of putting the campers/counselors first. The Alternative Diet Chef must demonstrate excellent *character* and *emotional intelligence*.

### Philosophical orientation

- Our orientation here is on prepared food
- Garden – used for food preparation and salad bar whenever feasible (often late summer)
- Organic, locally grown foods are used when available and financially feasible, with special attention to milk and fruit as priorities.
- We compost food in our garden compost. The kitchen is responsible for this endeavor as well as recording the quantities of compost.
- Service orientation – “how may we be of service?” Go the extra mile. Make campers, families and staff ecstatic customers.
- No one is “too good” to do the less desirable jobs, such as washing dishes, cleaning, etc.
- Being around camp –the kitchen staff are fully integrated into the camp community and campers need to see them around. You’re encouraged to interact with the campers and staff. You can share a meal, participate in an evening activity or sing at a campfire when you’re off work.
- We believe there are more positive and effective ways of influencing people’s behavior than using punishment, anger, guilt, passive aggression, or the buddy method.
- Discipline is handled from a loving, caring, helpful orientation. The use of power simply cannot be done; the staff are a team, and the use of power instantly degrades that. Leadership styles need to be varied. Non-violent communication must be practiced.
- Working towards improvement in practices is a constant endeavor. Tracking of processes as they are planned and as they occur help to work towards improvement. Knowledge management is an integral part of kitchen processes.
- The kitchen staff needs to eat the food they prepare. In the past there have been issues regarding kitchen staff making special meals for themselves or taking food not available to everyone (chocolate, ice cream etc.). It sends the wrong message for certain staff to be eating special treats when everyone else is getting the standard fare. Everyone, including the director, needs to be personally (and financially) responsible for any special food needs/desires.
- Staff training is a time for the kitchen staff, and the staff as a whole, to bond and learn skills that will be necessary for them to do their job. During staff training (three weeks), the kitchen staff will be spending time together learning skills ranging from knife techniques to communication training. While the kitchen staff are cooking for fewer people, there will be limited time off due to this training. The schedule is very full. If you are interested in leading a session, speak to the Kitchen Director before the end of April.

### Specific Duties

## Teamwork

- Work as a part of Kitchen team, providing support and help where necessary, performing any tasks needed for kitchen operation: dishwashing, serving, cleaning, cooking, etc.
- Work averages between 9-12 hours a day, 6 days a week depending on the efficiency of the team and meal complexity.
- Working and participating as part of the camp team/camp family. Although your position is largely in one area of camp, your enthusiasm and involvement in other parts of camp life enrich the campers' experience as well as yours.
- Going above and beyond, show initiative and positive attitude.
- Practicing "clean communication," cooperation, giving/receiving feedback. Create positive and enjoyable environment for all kitchen crew.

## Maintenance

- Execute maintaining temperature records of refrigerator and freezer units.
- Execute cleaning and kitchen maintenance projects. The camp is inspected once or twice by the country health department, and it is expected that we will exceed their every requirement.

## Innovation, creativity, and knowledge management

- Knowledge management is participated in daily. Feedback and suggestions given on job descriptions, performance standards, food ordering, meal preparation, equipment usage, storage procedures, and schedule, to name a few. Feedback is given in a constructive way.
- Notes and feedback are intended to improve on best practices and implemented as soon as it becomes relevant. If you're not sure how to implement something, it is brought to the assistant kitchen manager or manager.
- Current operating procedures should be considered works in progress, with room for improvement. Nothing is "just the way it is." Everything is open to improvement, and every couple weeks, there should be improved methods for doing many things.

## Recycling

- Boxes are recycled in the appropriate bin
- Glass, aluminum, paper, and recyclable plastic are recycled in the appropriate bin
- Food waste is recycled in the compost area. Kitchen staff as a whole are totally responsible for these areas.
- Food waste is measured and this data is kept as part of knowledge management for that meal.

## Meal execution

- Before every session, acquires a list of guests with alternative diets from the Administration, posts this in the kitchen.
- Meal planning, food preparation, cooking, and serving alternative diet meals, with attention to a high level of service. All guests are treated with respect and a smile. Trains any extra staff that are needed for serving. Assures there is appropriate back-up items and options.
- Produce food that is tasty, healthy, nutritious, well-balanced, presentable, and at as low a cost as reasonable for staff and mission.
- Produce food and meals in a timely manner, at scheduled and agreed upon times. Some health situations require immediate response, with cooks delivering emergency items.
- Produce food and meals hot or cold, based on their necessary presentation for health standards and maximum enjoyment.
- Manages food storage (especially refrigerated and frozen) space so as to not require additional storage. Meals need to be coordinated around this issue.

## Other food service

- Saturday lunch is prepared even when staff are the only ones at camp. During staff training, the kitchen prepares all food just like camp is in session.
- When a camper or staff person has a birthday at camp, a cupcake is made for the recipient. This occurs about 12 times during the summer, on average.
- Pack food that facilitates other programs – backpacking, rock climbing, Yuba river trips, cabin cookouts, and the standard outdoor cooking clinic. For those programs, health standards, ease of preparation, weight, and viability need to be kept in mind.

## Non food service duties

- Take part in community life, contributing necessary shares (cleaning staff house, etc)
- Assist with clinics, cabin activities and programs in general, when necessary.
- Participate in all staff meetings.