



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Dining Room Aide Job Description

(Children's Summer Therapy Camp Session)

The Dining Room is part of the Big House. The Big House is not only a busy hub of camp, it is also our camp "home." It is where we meet as a family to sit around the table to enjoy delicious meals *and* each other's company. The meals are an opportunity for great conversations as well as enriching nutrition. Campers and staff practice good manners and learn the art of social graces – all in the natural context of a shared family meal.

Dining at Bay Cliff differs from most summer camps. Meals are served family-style rather than the cafeteria-style of camps and schools. Staff sit at tables with the campers. Meals are prepared by the Kitchen & Bakery and delivered to the tables by the Dining Room staff. Dish Room staff complete the mealtime with dishwashing, and everyone helps in the general clean-up. As our family dining room, the Big House is also the place where visitors and guests join us for a meal. It is vital that the Big House be maintained in a clean and neat condition at all times.

Cleanliness, sanitation, and hospitality are the most important things to be aware of as you work in the Dining Room. Be responsible and proud of the work you do. You are a very important part of camp.

You will have numerous opportunities to observe therapy sessions and assist with the children during activities. We encourage and expect you to become involved in areas of camp outside of the Dining Room, with activities such as reading bedtime stories or helping in the Pool. As a staff member, you will be involved in major events such as the 4th of July.

RESPONSIBLE TO: Dining Room Supervisor, Food Service Director

GENERAL RESPONSIBILITIES:

1. Work safely, enjoy being with children, & enter enthusiastically into camp activities & routines.
2. Take pride in your work that is reflected in the cleanliness & orderliness of camp at all times. The responsibilities of Dining Room Aides include: the care and set-up of the dining areas, the serving of meals, cleaning up after meals, and creating a clean, safe, friendly dining environment.
3. Greet all (including visitors & guests) with a spirit of hospitality.

4. Participate in the general camp program. This includes helping Program staff with evening programs needs, and participating in all-camp activities such as the 4th of July celebration.
5. Work as a team to help complete assignments. Pitch in and do whatever is needed and what you see needs to be done. When an assigned job is completed, ask how else you can help.
6. Clean & maintain personal living quarters at the beginning, during, and at the end of camp.
7. Carry out any other duties as may be assigned by the Dining Room Supervisor.

SPECIFIC RESPONSIBILITIES:

1. Report to work 45 minutes/1 hour before each meal. Dining Room Supervisor will determine the time.
2. Be clean and neat in appearance at all times. (Refer to our Dress Code Policy.) Closed-toe shoes and socks (not sandals or flip-flops) must be worn while working. Must wear assigned hats and aprons at all times while on duty.
3. Put silverware, salads, fruits, desserts, condiments, breads, and beverages on the tables before the meals. Milk is put on last, ten minutes before the meals.
4. Serve food to tables in a prompt, courteous manner. Bring second helpings/other items as needed. Clear food and dishes after meals.
5. Put leftover food in proper storage areas after the meals. Mark what it is with the current date.
6. Clean up the Serving Room, Coffee Room, Staff Dining Room and main Dining Room after meals. This includes washing tables, cleaning salt & pepper shakers, sweeping, mopping, and re-setting tables.
7. Keep Coffee Bar well supplied with cups, hot water, tea, hot chocolate, sugar, creamer, etc. Keep this table clean and replace filled garbage bags with empties on a regular basis.
8. Help take care of all recyclables such as cardboard, milk and juice jugs by rinsing out containers and putting them in room off the Dishwashing Room.
9. Do major cleaning jobs each day (as assigned) after breakfast.
10. Sweep Serving Room, Coffee Room and Dining Rooms and mop the floors as directed by the Dining Room Supervisor. Sweep & spot mop after other meals.
11. Keep all the rooms tidy and free of clutter.
12. Inform Food Service Director of supplies and products that are running low on inventory.

13. Keep storage areas for table rags and aprons in neat order.
14. Be willing to volunteer to help with younger campers during off-time in activities such as swim classes, playtime, and all-camp activities.

MINIMUM QUALIFICATIONS;

1. Must be at least 15 years of age and have completed one year of high school.
2. Must be enthusiastic, dependable, hard working, and enjoy being with children.
3. Must have a positive spirit of cooperation when working with others and taking direction from superiors.
4. Must have desire and maturity to live and work with others in a camp setting.
5. Must be willing to adhere to strict camp rules, dress code, & policies.

DINING ROOM / CAMP AIDE DAILY SCHEDULE

- *7:00 – 10:30 a.m. - Breakfast Shift (Includes 1/2 hr to eat breakfast)
- 10:30 – 11:00 - “Free time”; (clean your living quarters, laundry, Personal business, camp activities).
- *11:00 – 2:30 - Noon Dinner Shift (Includes 1/2 hr to eat dinner)
- 2:30 – 4:30 - “Free time” or involvement with units in scheduled activities (assist with Unit V or Shady Nook swim, observe therapy classes if interested).
- 4:45 – 7:30 - Evening Supper Shift (Includes 1/2 hr to eat supper)
- 7:30 – 10:00 - “Free time” or involvement with units in evening activities.
- 10:00 P.M. - Curfew
- 11:00 P.M. - Lights Out

*** Report to work ½ hour later on weekends.**

NOTE: The Dining Room Supervisor may request that the Dining Room Aides report to work an hour early before the meal at the beginning of camp until a good routine is established. Depending on the needs of the meal, Dining Room Aides may be able to come in 45 minutes prior to the meal. End of work shifts may vary depending upon efficiency of the dining room staff.