



BAY CLIFF HEALTH CAMP

Children's Summer Therapy Camp

Dining Room Supervisor: Seasonal

RESPONSIBLE TO: **Food Service Director**

The Dining Room Supervisor is responsible for supervising and training dining room aides, setting tables, cleaning the dining room and serving room after every meal and serving prepared food to campers and staff. All of these responsibilities are completed three times a day.

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.

MINIMUM QUALIFICATIONS:

Must be:

- at least 18 years of age.
- dependable and mature.
- positive, enthusiastic, and patient.
- able to work independently.
- able to work as a member of a team.
- an effective problem solver.
- adaptable and flexible.
- attentive to details.

PHYSICAL REQUIREMENTS:

Ability to:

- carry out all physical requirements for Bay Cliff Health Camp Safety Plan.
- move safely across uneven/wet surfaces.
- sit/stand for long periods of time.
- lift light/moderate equipment, trays, etc.
- make healthy decisions to promote physical and emotional stamina.

SPECIFIC RESPONSIBILITIES:

- Supervise and train dining room aides.
- Report to work 45 minutes/1 hour before each meal. Dining Room Supervisor will determine the time.
- Be clean and neat in appearance at all times. (Refer to our Dress Code Policy.)
 - a. Closed-toe shoes and socks (not sandals or flip-flops) must be worn while working.
 - b. Must wear assigned hats and aprons at all times while on duty.

BAY CLIFF HEALTH CAMP –DINING ROOM SUPERVISOR: SEASONAL

- 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.
- Serve food to tables in a prompt, courteous manner.
 - a. Bring second helpings/other items as needed.
 - b. Clear food and dishes after meals.
- Put leftover food in proper storage areas after the meals.
 - a. Mark what it is with the current date.
- Clean up the Serving Room, Coffee Room, Staff Dining Room and main Dining Room after meals. This includes:
 - a. washing tables
 - b. cleaning salt & pepper shakers
 - c. sweeping
 - d. mopping
 - e. re-setting tables.
- 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.
- 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.
- Do major cleaning jobs each day (as assigned) after breakfast.
- 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.
- Keep all the rooms tidy and free of clutter.
- Inform Food Service Director of supplies and products that are running low on inventory.
- Keep storage areas for table rags and aprons in neat order.
- Be willing to volunteer to help with younger campers during off-time in activities such as swim classes, playtime, and all-camp activities.

OTHER RESPONSIBILITIES:

- Work safely, enjoy being with children, & enter enthusiastically into camp activities & routines.

BAY CLIFF HEALTH CAMP –DINING ROOM SUPERVISOR: SEASONAL

- 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.
- Greet all (including visitors & guests) with a spirit of hospitality.
- 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.
- 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.
- Clean & maintain personal living quarters at the beginning, during, and at the end of camp.
- Carry out any other duties as may be assigned by the Dining Room Supervisor, or Food Services Director.