



# Bay Cliff Health Camp

## **Dining Room Aid (Hopper) Job Description**

The Big House is not only a busy hub of camp, but it is also our camp “home”. It is the place where meals are prepared and enjoyed. 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 that therapy is always happening in all locations on camp especially in the Big House – all in the natural context of a shared family meal.

Dining at Bay Cliff differs from most summer camps. Fresh-baked bread and wholesome home-cooked meals are prepared with nutrition and dining pleasure in mind. Meals are served family-style for as many as 300 people rather than the usual cafeteria-style. Staff sit at the tables with the campers. The Kitchen & Bakery prepare the meals, which are then delivered to the tables by the Dining Room staff, Hoppers. Dish Room staff complete the mealtime with dishwashing, and everyone helps with the general clean-up. 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.

**RESPONSIBLE TO:** Food Service Director and Dining Room Supervisor

### **GENERAL RESPONSIBILITIES:**

1. 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.
2. Greet all with a spirit of hospitality.
3. Work as a team to help complete assignments. Pitch in and do whatever is needed and what you see needs to be done. When the assigned job is completed, ask how else you can help.
4. Clean & maintain personal living quarters at the beginning, during, and at the end of camp.
5. Carry out any other duties as may be assigned by the Dining Room Supervisor or Food Service Director.

## **SPECIFIC RESPONSIBILITIES:**

1. Report to work 45 minutes/1 hour before each meal. Dining Room Supervisor will determine that time.
2. Be clean and neat in appearance at all times. Shirts with sleeves are required. Pants, shorts or capris are permitted. Closed-toe shoes and socks must be worn while working. No sandals or flip-flops. Must wear assigned hats and aprons at all times while on duty.
3. Put napkins, 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. Clean up 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.
6. Keep the 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.
7. Clear off counters in each room of anything that doesn't belong there. Keep them clutter-free.
8. Help take care of all recyclables such as cardboard, milk and juice jugs by rinsing out containers and putting in room off the Dishwashing Room.
9. Do major cleaning jobs each day (as assigned).
10. Sweep Serving Room, Coffee Room, and Dining Rooms and mop the floors as directed by the Dining Room Supervisor. Sweep & spot mop after meals.
11. Keep all the rooms tidy and free of clutter.
12. Inform supervisor of supplies and products that are running low on inventory.
13. Keep storage areas for table rags and aprons in neat order.

**MINIMUM QUALIFICATIONS;**

1. Must be at least 18 years of age.
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.