



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Dining Room Supervisor Job Description

(Children's Summer Therapy Camp Session)

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 table 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.

RESPONSIBLE TO: Head Cook, Program Coordinator & Camp Directors

GENERAL RESONSIBILITIES:

1. Direct and supervise the overall operation of the serving and dining rooms, instruct and supervise all dining room personnel, and ensure a clean, safe, and friendly work environment.
2. Work safely, enjoy being with children, & enter enthusiastically into camp-life, activities, routines.
3. Take pride in your work that reflects on the cleanliness & orderliness of camp at all times.
4. Greet all (including visitors & guests) with a spirit of hospitality.
5. 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.
6. Clean & maintain their 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 Head Cook, Program Coordinator or Camp Directors.

SPECIFIC RESPONSIBILITIES:

1. Organize, coordinate, and direct the work of the Dining Room Aides while working alongside them and supervise the overall cleanliness of the dining facilities and equipment.
2. Work closely with the Head Cook. Confer daily to review menus, possible changes, special needs for the day and/or additional guests.
3. During orientation week, orient and train dining room staff and provide brief orientation for all camp staff to dining room procedures. (See Dining Room Policies orientation handout).
4. Assure that the Dining Room Aides (affectionately known as Hoppers) are clean and neat in appearance at all times. Aides must wear assigned hats and aprons at all times while on duty. Stress sanitation & cleanliness by following Health Dept rules & policies.
5. Assign Aides to work the different areas of the Dining Room. Make up rotation schedule for the summer.
6. Post a copy of the menu in the serving room for each week.
7. List on the blackboard all that goes on the table for the next meal: i.e.: bread, butter, salad, milk, water, etc.
8. Be on the job in advance of the starting time of the Hoppers. Hoppers are to report to work 45 minutes before breakfast and one hour before dinner and supper.
9. Daily and weekly duties should be assigned and posted.
10. Schedule days off for you & your department and post on a calendar. Transfer names to master schedule in Main Office.
11. Serve as a mentor for the Hoppers. Be available to listen to their problems and concerns. Utilize the Head Cook, Camp Directors, and other experienced staff as resources.
12. Inspect the Dining Room before and after meals for cleanliness and preparedness.
13. Make sure recyclables get organized: cardboard gets broken down & stacked by garbage; tin cans are rinsed & set on the sink by the Cook's Porch for the kitchen staff to crush; milk cartons (#2) are rinsed, crushed, & put in container in Recyclables Room (off Dishwashing Room).
14. Bring up the food & supplies the Hoppers will require for the next day's menu from the basement the night before. (With heavy cases, ask for assistance from the Dishwashing Room Staff.)
15. Inform the Head Cook of inventory needs so that items may be re-ordered before they run out. This is very IMPORTANT. If the last case of an item is opened, let the Head Cook know.

16. Encourage the Hoppers to observe therapy classes, help in the units and special activities where they have an interest. This is to be done in their free time after their dining room duties are completed.
17. Attend daily breakfast department meetings (Monday through Friday). Bring these important announcements back to your department and share them with the Hoppers at daily morning meetings.
18. Complete mid-camp and end of camp evaluations on each Dining Room Aide.
19. Stress **SANITATION, SAFETY, PRESENTATION & HOSPITALITY AT ALL TIMES.**
20. Help organize your department's participation in the major camp events of 4th of July and the Birthday Party.
21. Get to know campers and others on staff and involve yourself in a variety of camp activities.
22. Be open to accepting other duties that may be assigned by the Camp Director.
23. Set the example for your staff by maintaining an upbeat, positive, and helpful attitude.
24. Keep the Head Cook and Camp Director informed about the operation/issues concerning the Dining Room.

MINIMUM QUALIFICATIONS:

1. Must be over 18 and have completed a minimum of 1 year of college.
2. Must be mature and responsible.
3. Need to have experience in a camp or an institutional food services setting or a willingness to learn it.
4. Enjoy working with teenagers and be willing to serve as their work supervisor and mentor.
5. Be able to motivate and supervise the dining room staff in creating a positive atmosphere of teamwork and cooperation.
6. Desire to live and work in a camp setting.

FOOD SERVICES DAILY SCHEDULE

Before breakfast, Department Supervisors start early to plan the day. **Kitchen & Bakery** start food preparations well in advance of the meal. **Food Services Aides** help with preparations & setting up Dish Room. **Dining Room Supervisor** plans out the meal based on the menu and organizes the cleaning & service duties for the day.

7:00 – A.M.	-	Report for work (earlier if needed)
7:00 – 8:00	-	Meal Prep & Dining Room Set-up
8:00 – 8:45	-	Breakfast
8:45 – 9:00	-	Departmental Meeting (morning announcements, Assignments, etc.)
9:00 – 12noon	-	Clean-up, re-set, and meal prep
12:00 – 1:00 P.M.	-	Dinner Hour
1:00 – 3:00	-	Clean-up, re-set, and meal prep
3:00 – 5:00	-	Free Time (Involvement in camp activities)
5:00 – 5:45	-	Meal Prep & Dining Room Set-up
5:45 – 6:30	-	Supper
6:30 – 7:30	-	Clean-up and re-set
7:30 – 8:30	-	Involvement with units in planned evening all camp Activities
8:30 – 11:00 P.M.	-	Free Time
11:00	-	Curfew
11:30	-	Lights Out

Days-off must be coordinated through department supervisors.

Department Supervisors must mark off the days-off for departmental staff on the Days-Off calendar in the Office.