



BAY CLIFF HEALTH CAMP

CHILDREN'S THERAPY AND WELLNESS CENTER

Food Service Aide Job Description

(Children's Summer Therapy Camp Session)

The Big House is not only a busy hub of camp, it is also our “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 the art of social graces – 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 of camps and schools. Staff sit at tables with the campers. The Kitchen & Bakery prepare the meals, which are then 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 and Assistant Cook, Camp Director

GENERAL RESPONSIBILITIES:

1. Work safely, enjoy being with children, & enter enthusiastically into camp-life, activities, routines.
2. Wash the camp dishes, pots, pans. Maintain the cleanliness of the Kitchen, Dish Room, Basement, and Store Rooms.
3. Assist with the kitchen operations and help ensure a positive and safe work environment. Sanitation, cleanliness, and safety are of the utmost importance.
4. Take pride in your work that reflects on the cleanliness & orderliness of camp at all times.
5. Greet all (including visitors & guests) with a spirit of hospitality.
6. 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.
7. Clean & maintain personal living quarters at the beginning, during, and at the end of camp.

8. Carry out any other duties as may be assigned by the Camp Directors.

SPECIFIC RESPONSIBILITIES:

1. Wash all pots and pans used in kitchen and bakery. Keep pots and pans in order, both in cupboards and kitchen.
2. Keep area around sinks clean (windows, walls, sinks polished).
3. Keep chemical cabinet stocked and straightened.
4. Mop floors in the dish room, serving room, coffee room, kitchen and bakery. This is done **daily**, usually after the dishes are done from the noon meal or the evening meal.
5. Help to unload the food delivery trucks and put products away in the appropriate storage areas.
6. Keep dairy cooler clean and in order at all times. Rotate dairy products before each delivery.
7. Clean steam kettles in the kitchen as needed. This includes the spouts, copper pipes and walls.
8. Peel all potatoes that are needed for kitchen use (3-4 times per week).
9. Keep the automatic potato peeler and the room clean. They should be washed down with bleach after each use.
10. Bring all food supplies needed from the basement storerooms to the kitchen, bakery and dining room as requested by the cook, baker or dining room supervisor.
11. Clean and keep in order all basement storerooms and the rest of the area (floors, stairs, etc.)
12. When free, check with the head cook to see if they need your help in the kitchen.
13. Accept an assignment of Rest Counsel with the campers as scheduled.
14. Accept any other duties that may be assigned by the Assistant/Head Cook, Program Coordinator or Camp Directors.

MINIMUM QUALIFICATIONS:

1. Must be 18 years of age.
2. Kitchen experience is helpful.

3. Must be friendly and mature.
4. Need to be energetic & willing to be helpful and have enthusiasm for kitchen work.
5. Need to have the ability to work with others in a spirit of cooperation, patience, and respect.
6. Must be able to lift heavy equipment and objects.
7. Must be positive, flexible, and able to take direction.
8. Desire to live and work in a camp setting.
9. A love for children is a must!

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 & serving duties for the day.

7:00 A.M.	-	Report for work (earlier if instructed by Head Cook)
7:00 – 8:00	-	Meal Preparation & Dish Room Set-up
8:00 – 8:45	-	Breakfast
8:45 – 9:00	-	Departmental Meeting (morning announcements, assignments, etc.)
9:00 – 12 noon	-	Wash dishes, clean areas, and meal prep
12:00 – 1:00 P.M.	-	Dinner Hour
1:00 – 3:00	-	Clean-up and meal prep
3:00 – 5:00	-	Free Time (Involvement in camp activities)
5:00 – 5:45	-	Meal Prep & Dish Room Set-up
5:45 – 6:30	-	Supper
6:30 – 8:00	-	Wash dishes, clean areas
8:00 – 9:00	-	Involvement with units in planned evening all camp activities
9:00 – 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.