

**Responsibilities of the  
Dinning Hall Staff**

1. Manage the daily operations of the camp dining service, including coordinating activities between the kitchen and dining room.
  - a) Work with Food Service Manager to know and understand the meals being served and the related dining services needs.
  - b) Work closely with Food Service Manager to coordinate the specifics of special meals such as picnic dinners, guest meals, and snack carts.
  - c) Provide counts for a meal, coordinate serving food and seconds, attend to special needs.
  - d) Work closely with person leading songs/announcements at each meal to coordinate timing of service.
  - e) Arrange proper seating facilities keeping in mind all rules and regulations concerning safety, fire, and health concerns.
  - f) Organize the feeding of all personnel in such a manner as to expedite the operation and to avoid delays.
2. Oversee the maintenance and sanitation of the dining room equipment and furnishings.
  - a) Oversee the cleanliness of tables, benches, floors, ascertaining that everything is in readiness for the following meal.
  - b) Oversee the cleaning and maintaining of the lavatory facilities within the dining area.
  - c) Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
  - d) Assist the Food Service Manager and Cook with inspecting the cleanliness of all dishes, silverware, or any other eating/serving utensil.
  - e) Set up an adequate area for the disposal of trays, silverware, trash, glasses, and recycling, etc.
  - f) Maintain, stock, clean, and prepare beverages as needed in the dining room area.
  - g) Oversee the sweeping and mopping of the dining hall on a daily basis.
  - h) Inventory and refill any materials needed in the operation of the dining room.
  - i) Oversee composting and recycling procedures in dining hall and kitchen.
  - j) Assist with the work of the dishwashers to maintain the cleanliness of the dish room area.
  - k) Work cooperatively with kitchen staff.
  - l) Assist in kitchen with food prep, serving, and clean-up as needed
3. Abiding by the Camp rules set forth in the *Staff Understandings/Policies* and the *Staff Guide*