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 inspected 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

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