

# Job Descriptions

## ASSISTANT DINING ROOM SUPERVISOR

**Immediate Supervisor: Dining Room Supervisor**  
**Officer Supervisor: Associate Camp Director**



1. Assist in making sure all dining room hosts and dishwasher crew report for duty on time.
2. Assist as requested to assign hosts to pre-meal set up duties, serving line and after meal clean-up.
3. Assist in checking to be sure all clean-up is done properly before dismissing hostesses or dishwashers.
4. Assist in making sure all dining room hosts are ready to serve 5 minutes before each meal, and that they wear bandannas, aprons and gloves.
5. Report any problems to your immediate supervisor.
6. Assist in making sure that milk is rotated, put out and placed back in refrigerator in a timely manner to insure freshness and to monitor milk as per USDA requirements.
7. Assist in responsibility for drink room area - cleanliness and service.
8. Share supervision of staff snacks with Dining Room Supervisor.
9. Adhere to Dining Room Host job description.
10. Carry on responsibilities of Dining Room Supervisor in her absence.
11. Keep personal living quarters neat, clean and ready for inspection.
12. Be available to participate and assist with camp programs and activities as directed by your immediate supervisor and the Camp Director.

