

# Job Descriptions

## CANTEEN DIRECTOR/PROGRAM AID

**Immediate Supervisor: Canteen Director/Program Director**



1. Responsible for stocking canteen with drinks and snacks. Orders are to be approved before being placed with vendors. Try to make sure that popular items are always available.
2. Responsible for stocking all drink machines.
3. Responsible to keep record of canteen supplies used for camp programs.
4. Responsible for detailed inventory of all clothing, food, and beverages and for completing the proper paperwork to account for them.
5. Responsible for any cash received at the canteen until turned in to Office Manager or Supervisor.
6. Responsible for cleaning and maintaining canteen both inside and outside:
  - \* Outside area to be hosed off daily
  - \* All garbage cans are to be emptied and lined after each canteen period
  - \* All trash picked up in canteen area
  - \* Supplies restocked
  - \* Shelves, counters, sink area are to be kept clean.
7. Supervise other staff members assigned to work canteen.
8. Conduct opening day orientation.
9. Responsible to take and record and secure camper money on all registration days. Each camper should have their own envelope with their name, corps or location and amount recorded on the front. This money should be turned into Office Manager to be put into the safe when registration is over. No money should be kept in the canteen.
10. Responsible for distribution of camp T-shirts for campers each week.
11. Assist Program Director, as needed.
12. Be available to sit at camper tables and serve as a table monitor as needed.
13. Keep personal living quarters neat, clean and ready for inspection.
14. Be available to assist in any way needed as directed by supervisor or Camp Directors.

