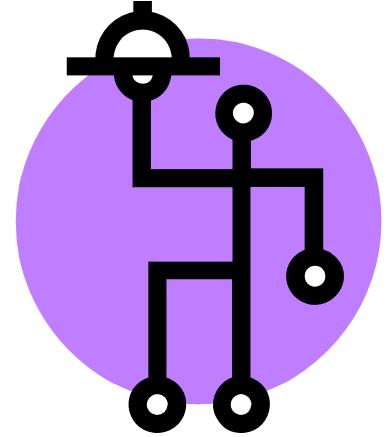


Job Descriptions

DINING ROOM SUPERVISOR

Immediate Supervisor: Associate Camp Director



1. Make sure all dining room hostesses and dishwasher crew report for duty on time.
2. Assign hostesses to pre-meal set up duties, serving line and after meal clean-up.
3. Check to be sure all clean-up is done properly before dismissing hostesses or dishwashers.
4. Assign hostess to wash aprons, bandannas, fold and put away.
5. Make sure all dining room hostesses are ready to serve 5 minutes before each meal, and that they wear bandannas, aprons and gloves.
6. Report any problems to your immediate supervisor.
7. Make 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.
8. Be responsible for drink room area - cleanliness and service.
9. Supervise all staff snacks. Assign hostesses and dishwashers to assist with set up and clean up.
10. Supervise camper lines for meals.
11. Make a schedule for hostesses and dishwashers for canteen duty.
12. Assign hostess to Program Staff tables.
13. Adhere to Dining Room hostess job description.
14. Keep personal living quarters neat, clean and ready for inspection.
15. Be available to participate and assist with camp programs and activities as directed by your immediate supervisor and the Camp Director.

