



Job Description: Dining Hall Staff

Essential Functions: Manage the daily operations of the camp dining service, including coordinating activities between the kitchen and dining room.

- Work with Kitchen Manager to know and understand the meals being served and the related dining services needs.
- Work closely with Kitchen Manager to coordinate the specifics of special meals such as picnic dinners, guest meals, and snack carts.
- Provide counts for a meal, coordinate serving food and seconds, attend to special needs.
- Arrange proper seating facilities keeping in mind all rules and regulations concerning safety, fire, and health concerns.
- Organize the feeding of all personnel in such a manner as to expedite the operation and to avoid delays.
- Oversee the maintenance and sanitation of the dining room equipment and furnishings.
- Oversee the cleanliness of tables, benches, floors, ascertaining that everything is in readiness for the following meal.
- Assist the Food Service Manager and Cook with inspecting the cleanliness of all dishes, silverware, or any other eating/serving utensil.
- Set up an adequate area for the disposal of trays, silverware, trash, glasses, and recycling, etc.
- Maintain, stock, clean, and prepare beverages as needed in the dining room area.
- Oversee the sweeping and mopping of the dining hall on a daily basis.
- Inventory and refill any materials needed in the operation of the dining room.
- Assist with the work of the dishwashers to maintain the cleanliness of the dish room area.
- Work cooperatively with other kitchen staff.
- Assist in kitchen with food prep, serving, and clean-up as needed
- All other duties assigned

