

Canteen Staff



Job Overview

Canteen staff work in the camp store and prepare and sell hot and cold food as well as sell clothing and souvenir items. There is a significant amount of cleaning involved in order to keep all surfaces sanitary.

Minimum Qualifications

- minimum age of 21 years
- proficient in mathematical skills
- good people skills and the ability to work well with others
- previous store or cafe experience is desirable
- physical ability to lift, load, unload, etc.
- flexibility with canteen hours

General Responsibilities

Sales:

- weekly ordering and daily stocking of food, drink and candy
- daily stocking of clothing, food, souvenir and personal items
- performing calculator checks on camper and staff accounts daily
- maintaining accurate camper and staff accounts daily
- kindly and efficiently waiting on customers
- supervising any camper workers
- estimating and cooking the correct quantities of food items (ex. pizza, popcorn, pretzels)
- preparing and storing food items according to food sanitation codes
- completing inventories on food, clothing, souvenir, and personal items
- folding and sorting of clothing
- receiving orders, assembling, and delivering canteen care packages for campers and staff

Cleaning:

- canteen staff are responsible for the cleanliness of the entire boathouse area
- sweep and mop inside and outside of the canteen area daily
- wipe down tables and chairs periodically throughout the day
- clean up spillage as necessary
- pick up all litter inside the canteen area and outside porches
- clean all work spaces and counters nightly
- clean food equipment and utensils according to food sanitation codes
- nightly sweeping and mopping of boathouse
- nightly disposal of garbage

Miscellaneous:

- prepare and actively participate in staff training meetings and supervisory conferences

Keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

General Rules

Canteen staff are responsible to camp owners, camp directors, master staff, and the food service director. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Staff fraternization with campers is strictly forbidden and is grounds for immediate dismissal.
3. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
4. Appropriate dress is required.
5. Follow and comply to all rules, regulations, policies and procedures outlined in the ISTC staff handbook.

Hours

Canteen staff have off one day per week on either Friday or Saturday. There is a 1:00 am curfew with the exception of your day off.

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