



CANTEEN STAFF

The canteen staff operate our camp store, snack shack, coffee bar and activity deck areas for campers and staff to enjoy during their recreation times. In addition, the canteen staff, along with the office, are responsible for preparing and delivering online orders. Canteen staff also assist our food service team in the dining room during mealtimes daily (breakfast, lunch and dinner).

MINIMUM QUALIFICATIONS

- minimum age of 21
- desire and ability to work in a retail and foodservice setting handling over 350 customers a day
- previous experience working in food service, retail store or cafe is desirable
- ability to supervise children participating in activities such as foosball, pool and table tennis

ESSENTIAL FUNCTIONS

- physical ability to lift, load, unload and move food, inventory and supplies
- ability to determine cleanliness of facilities, dishes and food contact surfaces
- proficiency in Point Of Sale operations
- ability to use food service equipment safely and recognize possible hazardous conditions
- ability to understand and follow both verbal and written directions/instructions for assigned tasks
- flexibility with work hours

GENERAL RESPONSIBILITIES

Canteen Staff will be asked to share responsibilities for the following: cafeteria and dining room cleaner, food server, cashier, barista, activity deck supervisor and camp store cleaner. All staff should arrive for work in clean and food service appropriate attire and be ready to work. All staff will be expected to assist in any food service areas as requested by the Food Service Director.

Dining Room

- serve food and drink items in an expedient, clean, and courteous manner during meal times (breakfast, lunch and dinner)
- clean the dining room, decks and lobbies of our main dining building after each meal as guided by the food service team

Camp Store (The Canteen & Snack Shack)

- wait on customers efficiently and kindly
- operate point of sale system accurately
- receive orders for care packages; assemble and deliver to the office daily
- supervise any camper or staff camp assistants
- daily stocking of food, drink, candy, clothing, souvenirs and personal items
- preparing and storing food items according to food sanitation codes
- folding and sorting of clothing items in the store room
- assist with weekly deliveries of food, drinks and clothing items

Coffee Bar

- wait on customers efficiently and kindly
- operate point of sale system accurately
- daily stocking of coffee bar supplies
- preparing and storing beverages according to preparation guidelines and food sanitation codes
- ensuring the deck area is maintained, cushions are placed on seats and litter is picked up

Activity Decks

- have all of the equipment required to play ready for when the campers arrive for recreation time (balls, paddles, cue, etc.)
- ensure the lights are turned on at the start of evening session and then turned off at the end of session
- supervise campers ensuring sportsmanship, care for the equipment and general good behavior
- at the end of session, make sure all equipment is returned to the storage shed
- inform the Canteen Director of any missing or damaged equipment

Cleaning

- maintain a clean and safe work environment according to sanitation codes for your designated area of responsibility
- clean assigned food and drink areas
- sweep, mop, and clean kitchen, dining room, camp store, coffee bar and boathouse (including the decks and surrounding areas)
- wipe off tables, chairs, counters, etc., after every food service and refill all accompaniments
- clean up spillages and pick up litter
- take out trash to designated disposal areas
- inspect the boathouse bathrooms before each session, cleaning only if necessary (housekeeping will deep clean daily)
- clean the windows and glass doors in the dining room, lobbies and boathouse

Storage

- inform the Canteen Director of any items that are running low on stock
- stock and rotate items daily according to set standards
- help move supplies around the kitchen and camp store as needed
- complete inventories as directed
- fold and tidy clothing, souvenir and personal items daily

Keep in mind that these are not the only duties. Due to the variety of situations that may arise, others duties may be added or reassigned as necessary.

HOURS

Daily schedules are arranged around serving times. Food service staff have one day off per week on either Friday or Saturday. There is also a 12:00 am curfew with exception to your day off.

GENERAL RULES

Food Service Staff are responsible to the Food Service Director, Department Heads, Camp Directors and Camp Owners. 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, smoking and nicotine products on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with staff under their direct supervision.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook