



## FOOD SERVICE

Food Service staff work with our chefs to provide meals for the camp community. They assist with food preparation, serving, dishwashing, kitchen cleaning and dining room clean up.

### MINIMUM QUALIFICATIONS

- minimum age of 18 (21+ for International Staff)
- desire and ability to work in a high volume camp kitchen serving 350+ people
- previous experience working in food service is desirable
- ability to accept supervision and work well with others

### 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
- ability to use food service equipment safely and recognize possible hazardous conditions and notify the Food Service Director
- ability to understand and follow both verbal and written directions/instructions for assigned tasks

### GENERAL RESPONSIBILITIES

Food Service Staff will be asked to share responsibilities for the following jobs; cook's helper, salad bar person, dietary needs person, pot washer, dishwasher operator, and dining room cleaner, desserts person, and food server. All staff should arrive for work in clean 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.

#### Food

- prepare food and drink items as directed and according to food sanitation codes
- refill food and drink items as necessary during and after serving times
- serve food and drink items in an expedient, clean, and courteous manner

#### Cleaning

- maintain a clean and safe work environment according to sanitation codes for your designated area of responsibility
- clean assigned food and drink areas
- wash dishes, glasses, silverware, utensils, and pots & pans
- sweep, mop, and clean kitchen and dining room
- 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
- check dining room bathroom facilities periodically for cleanliness, cleaning when necessary

### **Storage**

- assist in unloading and putting away all deliveries and supplies
- stock and rotate items daily according to set standards
- help move supplies around the kitchen as needed
- complete inventories as directed

### **Miscellaneous**

- actively participate in staff training meetings and supervisory conferences

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. 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, and Camp Directors. 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