



### Position Description

<b>Position Title: Dining Room Supervisor</b>	<b>Date: 4/23/2012</b>
<b>Salary Grade: \$220/week</b>	<b>Division/Department: Mt. Crags &amp; Gilmore Camp</b>
<b>Employment Classification: Seasonal</b>	<b>Reporting Status: Food Service Coord./Program Dir.</b>

### Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

### Position Summary

Supervise and mentor the Crew Team, while managing the coordination, delivery, and clean-up of dining room services to the campers and staff.

### Essential Functions

- Supervise, manage, and mentor the Dining Hall Crew Team
- Create a pleasant dining atmosphere and maintain a high standard of cleanliness in the dining room, dish room, and food preparation area at all times
- Serve as liaison between kitchen staff and Crew Team
- Make and implement a rotating, daily schedule for the following areas:
  - Cleanliness of Dining Hall
  - Dish room and Food Preparation area
  - Dining hall windows and sills
  - Cabinets & storage areas
  - Laundry area
- Assist in the canteen as supervised by Camp Secretary
- Using a seating chart, count each camper & staff member present at each meal.
- Check to see that campers are served the appropriate portion of each item of food
- Work with the secretary to process USDA forms and required information
- Provide regular devotions with the Crew Team.
- Attend & actively participate in Orientation
- Maintain a high standard of integrity & morality that promotes Jesus Christ at all times
- Maintain a high standard of personal living and cleanliness
- Work closely with those leading songs/announcements to coordinate timing of service.
- Arrange proper seating facilities keeping in mind all rules and regulations concerning safety, fire, and health concerns.
- Organize the feeding of all staff and campers in such a manner as to expedite the operation and to avoid delays.
- Oversee the cleanliness of tables, benches, floors, ascertaining that everything is in readiness for the following meal.
- Oversee the cleaning and maintaining of the lavatory facilities within the dining area.
- Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
- 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.
- Prepare and present devotions with your Crew Team on a regular basis. Your goal is to be a good Christian role model during the summer and share your Christian faith to your crew with an open mind, understanding some may come from different religious backgrounds and might have different beliefs.
- Assist with and be involved with the supervision of campers at chapels
- Assist with and be involved with the supervision of campers at during Sunday Services
- Assist cabin leaders in the supervision of campers and participate/lead nightly cabin devotions.
- Assist with and be involved with the supervision of campers at during campfires
- When time permits, away from main responsibilities, be involved with cabin buddy assignment to assist with camper activities.

### Working Conditions

Ability to walk, stand, bend, squat, climb, kneel and twist on an intermittent or sometimes continuous basis.

Minimum Qualifications	Skills, Knowledge & Abilities
<ul style="list-style-type: none"> <li>• Minimum 18 years of age</li> <li>• Interest and ability to work with children</li> <li>• Personal Christian commitment and desire to share the Christian message with others.</li> <li>• Ability to supervise people</li> <li>• Ability to organize and manage daily duties</li> <li>• Work as a team leader</li> <li>• Knowledge of basic food handling safety standards</li> <li>• Experience in institutional or large food service setting preferred.</li> <li>• Knowledge of and experience in food service especially with serving methods.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to effectively communicate orally.</li> <li>• Ability to lift and carry 30 pounds.</li> <li>• Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.</li> <li>• Ability to safely and properly use kitchen equipment.</li> <li>• Ability to provide first aid and to assist campers and staff in an emergency.</li> </ul>

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

This position description has been assigned to indicate the general nature and level of work performed by employees in this classification. It is not designated to contain or be interpreted as a comprehensive inventory of all responsibilities and qualifications required of employees assigned to this position.