



Lake Springfield Christian Assembly
Camp and Retreat Center

ASSISTANT DINING HALL STEWARD

General Responsibilities

The Assistant Dining Hall Steward shall be supervised by the Lead Dining Hall Steward, and assisted by the Scholarship Kitchen Helpers (SKH) (3 high school students) in all his/her responsibilities. The Assistant Dining Hall Steward shall be responsible for leading the campers in dishwashing, housekeeping and arranging of the dining hall facilities, alongside the Head Dining Hall Steward, as directed by the Food Service Director or Head Cook. They are also responsible for other duties as assigned by the Food Service Director. The primary function of this position is to mentor and lead the HS campers enrolled in the Scholarship Kitchen Help program.

The tasks involved include the responsibilities listed below. However, building a relationship with the HS campers, leading Bible Studies each day to encourage their spiritual growth, and mentoring them in being diligent workers is the most important aspect of this role.

The Dining Hall Steward shall be directly responsible to the Food Service Director but ultimately report to the Camp Manager.

Specific Responsibilities

- Typical kitchen work hours: 7:30AM–10:00AM; 11:00AM–2:00PM; 4:00PM–7:00PM, in addition there will be scheduled canteen times, devotional times, and activity times where the Head and/or Assistant Dining Hall Stewards will continue to supervise and mentor the Scholarship Kitchen Helpers.
- Greet incoming Scholarship Kitchen Help and orient them to the work, environment., and schedule.
- All Dining Hall clean up and Kitchen dishes with the assistance of the campers/SKH.
- Supervise Scholarship Kitchen Helpers each day and assist as needed.
- Ensure all safe food handling measures are taken.
- Lead SKH in daily devotional time as well as other programmed activities (i.e. pool, games, canoeing, etc).
- Supervise the SKH during their work time in the canteen: serving, restocking, listing needed supplies, and making certain grounds are clean outside when canteen is over.

Daily Dining Hall/Kitchen Tasks

- Responsible for all between meal clean up of dishes, catch up on dishes upon arrival for each meal.
- Responsible for washing the pots, dishes, silverware, glasses, etc. after each meal.
- Prepare drinks for each meal at the meal prior and put in cooler.
- Set out cups/silverware/napkins/serving utensils at each meal
- Set out some food items before each meal: Drinks, Cereal (Breakfast), Salad Bar (Lunch, Dinner)
- Keep ice machine stocked and unclogged during meals.
- Set out “dirty” collection table
- Strain drink discard buckets after each meal and wash buckets.
- Set out soap and sanitizer buckets for campers to assist in wiping tables when requested by the Dean.
- Wash and disinfect DH tables after each meal
- Clean up salad bar, drink table and collection table after each meal.
- Put away clean and dry dishes in proper place
- Sweep and mop the dish area as needed after each meal but at least daily after supper.
- Sweep and mop dining hall as needed after breakfast and lunch
- Pick up chairs/tables sweep and mop daily after dinner
- Deliver food and utensils to Adventure camp and pick up leftovers and dirty dishes
- Clean outside restrooms Daily (not to be assigned to SKH)
- Make Food Service Director aware when items need restocked (napkins, dish detergent, chemical, etc.)
- Empty Dining Hall trash as needed throughout the day. Take trash bags to trailer behind Dining Hall.
- Assist with all Camp clean-up at the end of each camp session, first the deep cleaning the Dining Hall / Kitchen (break down tables/chairs, scrub floors, scrub dish area floors, clean dish machine, organize dishes for next session) then assist with the rest of camp clean up wherever needed.

Other duties as assigned.

(Revised April 2019)