



Senior Staff

Job Purpose

Members of the Senior Staff report directly to the Camp Directors and oversee delivery of camp programs and operations.

Expectations

1. Work collaboratively with the other members of the Senior Staff team to achieve camp goals
2. Embrace and respect Red Pine Camp traditions and philosophy
3. Show dedication to quality, teamwork and customer service
4. Show respect for staff, campers and the environment
5. Adhere to the senior staff guidelines and personal code of conduct
6. Act as a role model for the junior staff
7. Be familiar with camp policies and promote the values of camp
8. To participate fully in camp life

Key Responsibilities

1. Liaise with designated committee member prior to camp season
2. Participate in pre-camp activities including planning programs, and setting up equipment and facilities
3. Train, supervise, schedule and evaluate the junior staff
4. Train, supervise and evaluate the leaders-in-training
5. Provide support in other departments
6. Ensure junior staff rules of conduct are followed
7. Complete nightly camp lock up activities
8. Perform junior staff bunk checks
9. Ensure all camp facilities are kept tidy and in good condition
10. Prepare an end of season report
11. Review and recommend changes to departmental manuals
12. Observe the hours of work and responsibilities as outlined by the Camp Directors
13. Perform any other operational duties as assigned by the Camp Directors

Dining Hall - Host

Job Purpose

The Senior Staff Dining Hall - Host role is one of two senior positions in the Dining Hall. The primary responsibilities of the Dining Hall – Host role are:

- (1) To be accountable for delivering the food services program to campers and staff
- (2) In partnership with the Senior Staff Dining Hall – Dishwashing, to be equally accountable for all aspects of the operation of the Dining Hall

Both of the Senior Staff roles will have significant interaction with campers in the Dining Hall. Each of these seniors will be responsible for customer service and public facing activities in the Dining Hall such as, but not limited to, making announcements and addressing camper concerns. They will work as a mutually supportive team.

Key Responsibilities of the Dining Hall - Host Senior

1. Plan, organize and supervise the delivery of meals to campers and staff
2. With the Dining Hall – Dishwashing Senior, oversee the proper use, maintenance and cleanliness of all Dining Hall equipment and facility
3. Engage with campers to monitor food and service quality and quantity
4. With the assistance of the Dining Hall – Dishwashing Senior, prepare weekly table arrangements
5. Act as a liaison with the kitchen staff
6. Manage and keep an accurate inventory of supplies, dishes and utensils
7. Work in partnership with Dining Hall – Dishwashing Senior to oversee the compost system
8. Provide operational support to the Dishwashing department during meals as may be necessary
9. Assist the Dining Hall – Dishwashing Senior in the planning, organization and supervision of all cleaning activities in the Dishwashing department
10. Ensure all staff use cleaning materials and equipment in a safe manner
11. Work in conjunction with Dining Hall – Dishwashing Senior to manage the inventory of cleaning supplies