



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 - Dishwashing

Job Purpose

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

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

All three 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 Senior Staff D/H – Dishwashing

1. Plan, organize and supervise all cleaning activities in the Dishwashing department
2. Ensure all staff use kitchen equipment and cleaning materials in a safe manner
3. Manage and keep accurate inventory of cleaning supplies, request more as needed
4. Act as a liaison with the kitchen staff
5. Manage, in partnership with the other Dining Hall Seniors, to oversee the compost processes
6. Engage with campers to monitor food quality & quantity, and staff service
7. With the other Dining Hall Seniors, oversee the safe and proper use, maintenance and cleanliness of all Dining Hall equipment and facilities
8. Work in conjunction with the other Dining Hall Seniors to manage inventory of supplies, dishes and utensils
9. Provide operational support to assist the other Dining Hall Seniors in the planning, organization and supervision of the delivery of meals to campers and staff as necessary
10. Assist with the evaluations of all Dining Hall Junior staff