



## Senior Staff

Senior Staff, along with the Coordinators, form the Leadership Team for Red Pine Camp. Senior Staff report directly to the Camp Coordinators, overseeing the delivery of camp programs and operations and taking responsibility for the day to day leadership and management of the Junior Staff.

2021 will be a unique summer in that it will be very important for all staff and departments to work together to ensure essential levels of cleanliness and safety are upheld AND that, in the case of staff illness, important roles within camp are shared and covered.

### Expectations

1. Embrace, uphold and promote Red Pine Camp's Mission, Vision and Values
2. Work collaboratively with the other members of the Senior Staff team
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 and campers
7. Be familiar with camp policies and endorse them to staff and campers
8. Participate in camp life

### Key Responsibilities

1. Be a role model for all staff and campers; embracing, upholding, and promoting RPC Mission, Vision and Values and adhering to the Code of Conduct.
2. Liaise with the ECD, Camp Coordinators and designated committee member prior to camp season to become familiar with the senior role and prepare the department for camp opening.
3. Participate in pre-camp activities including planning staff training, updating department programs & processes, setting up equipment & facilities, and other department duties
4. During camp, work with Coordinators to train, supervise, schedule, and evaluate the Junior Staff
5. Train, supervise and evaluate the leaders-in-training
6. Provide support and assistance in other departments when needed
7. Promote and uphold ALL Junior Staff rules of conduct
8. Participate in scheduled Senior Staff duties (evening camp "Lock-Up", bunk checks etc.)
9. Practice Price of Place always - Ensure your department, cabin and ALL camp facilities are kept clean and in good working order.
10. Prepare an end of season report (due the Tuesday BEFORE Labour Day weekend)
11. Recommend changes and additions to departmental process and manuals
12. Embrace the fluid nature of Senior Staff responsibilities at Red Pine, understanding that it will be necessary to take the time to perform the responsibilities of your job.
13. Perform any other operational duties as assigned by the Camp Coordinators.



## Dining Hall – Dishwashing Senior

### Job Purpose

In addition to the regular Senior Staff roles, the primary responsibilities of the Dining Hall – Dishwashing Senior role are:

1. Maintain the highest level of cleanliness of all dishes and the dishwashing/storage areas by enforcing and modeling proper cleaning and disinfecting procedures
2. Train, Supervise and evaluate the Dishwashing Staff
3. In partnership with the Senior Staff Dining Hall – Host, be equally accountable for all aspects of the operation of the Dining Hall
4. To be accountable for delivering food services to campers and staff

All Senior Staff roles in the Dining Hall will have significant interaction with campers. Each of these seniors will be responsible for customer service, cleanliness, staff, 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.

### Additional Responsibilities of Senior Staff D/H – Dishwashing

1. Work in partnership with Dining Hall – Host Senior to professionally train all waitstaff and dishwashing staff in their daily responsibilities, customer service, proper handwashing practices, proper cleaning, and disinfecting protocol etc.
2. Plan, organize, supervise, and participate actively in all cleaning activities in the Dishwashing department modelling a positive attitude and expected high standards
3. Ensure all staff use kitchen equipment and cleaning/disinfecting materials in a safe manner
4. Manage and keep an accurate inventory of cleaning supplies, request more as needed from the Head Chef
5. Act as a liaison with the kitchen staff, attending weekly meetings with the Head Chef, Coordinator, Host Senior and, at times, the ECD.
6. Manage, in partnership with the Host Senior, the compost processes
7. Engage with campers to monitor food quality & quantity, and staff customer service
8. With the other Dining Hall Senior, oversee the safe and proper use, maintenance and cleanliness of all Dining Hall equipment and the facility
9. Work in conjunction with the Host Senior to manage inventory of supplies, dishes, and utensils
10. Provide operational support to assist the Host Senior in the planning, organization, and supervision of the delivery of meals to campers and staff as necessary
11. Provide ongoing feedback and coaching and complete evaluations for Dishwashing staff and assist with the evaluations of all Dining Hall Junior staff