



## 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 - Host Senior

### Job Purpose

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

1. Maintain the highest level of customer service and cleanliness of the Dining Hall, food service areas etc. by enforcing and modeling cleaning and disinfecting procedures.
2. Train, supervise and evaluate the team of Dining Hall Junior Staff
3. Be accountable for delivering the food services to campers and staff
4. Be equally accountable for all aspects of the operation of the Dining Hall in partnership with the Dining Hall Dishwashing Senior.

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 the Dining Hall - Host Senior

1. Provide excellent customer service in all ways possible to our campers
2. Manage the proper use, maintenance and cleanliness of the facility and all Dining Hall equipment
3. Work in partnership with Dining Hall - Dishwashing Senior to professionally train all waitstaff and dishwashing staff in their daily responsibilities, customer service, proper handwashing practices, proper cleaning protocol etc.
4. Plan, organize and supervise the delivery of meals to campers and staff
5. Engage with campers to monitor food quality & quantity and customer service
6. Manage and keep an accurate inventory of supplies, dishes, and utensils.
7. Ensure all staff use kitchen equipment and cleaning materials in a safe manner
8. Act as the main liaison with the kitchen staff, attending weekly meetings with the Head Chef, Coordinator, Dishwashing Senior and, at times, the ECD.
9. Prepare weekly camper table arrangements Work in partnership with Dishwashing Senior to oversee compost processes
10. Assist the Dishwashing Senior with planning, organization, and supervision of all cleaning activities in the Dishwashing department
11. Provide operational support to the Dishwashing department during meals as required
12. Coach and complete evaluations of all Dining Hall Junior Staff with some assistance from the Dishwashing Senior and Crafts Senior.