



Job Description: Dining Hall Steward

Essential Functions: The Dining Hall Steward reports to the Commissary Director. The Dining Hall Steward oversees the Dining Hall Staff to ensure all operations in the Dining Hall are smooth, effective, and always safe. The Dining Hall Steward should be organized, efficient, and capable of leading the Dining Hall Staff and capable of performing both food preparation.

Principle Responsibilities:

- Work with Commissary Director to know and understand the meals being served and the related dining service's needs.
- Work closely with Commissary Director to coordinate the specifics of special meals such as special dinners, guest meals, and snack carts.
- Arrange proper facility seating while understanding the rules and regulations concerning safety, fire, and health concerns.
- Work closely with the Dining Hall Staff with the maintenance and sanitation of the Dining Room's equipment and furnishings.
- Work closely with the Dining Hall Staff with cleanliness of tables, chairs, floors, ascertaining that everything is in readiness for the following meal.
- Assist the Commissary Director and Dining Hall Staff with inspecting the cleanliness of all dishes, silverware, or any other eating/serving utensil.
- Set up an adequate area for the disposal of trays, silverware, trash, glasses, and recycling, etc.
- Maintain, stock, clean, and prepare beverages as needed in the Dining Room area.
- Assist with the sweeping and mopping of the Dining Hall daily.
- Inventory and refill any materials as needed in the Dining Room.
- Work cooperatively with other kitchen staff.
- Assist in the Kitchen with food prep, serving, and clean-up as needed.
- Participate in camp wide activities, as needed.
- Assist in the set-up and takedown of all aquatic and campsite facilities.
- All other duties as assigned.

