

# Camp Wonderful

## *Job Description*

Job Title: **Dining Hall Manager**  
Incumbent:  
Classification: ***Nonexempt***  
Reports to: **Food Service Manager**

### Position Purpose:

Manages the coordination, delivery, and clean-up of dining services to the campers and staff.

### Essential Job Functions:

1. Manage the daily operations of the camp dining service including coordinating activities between the kitchen and dining room.
  - ♦ Work with Food Service Manager to know and understand the meals being served and the related dining services needs.
  - ♦ Work closely with Food Service Manager to coordinate the specifics of special meals such as picnic dinners, guest meals, and snack carts.
  - ♦ Provide counts for a meal, coordinate serving food and seconds, attend to special needs.
  - ♦ Work closely with person leading songs/announcements at each meal to coordinate timing of service.
  - ♦ Arrange proper seating facilities keeping in mind all rules and regulations concerning safety, fire, and health concerns.
  - ♦ Organize the feeding of all personnel in such a manner as to expedite the operation and to avoid delays.
2. Oversee the maintenance and sanitation of the dining room equipment and furnishings.
  - ♦ Oversee the cleanliness of tables, benches, floors, ascertaining that everything is in readiness for the following meal.
  - ♦ Oversee the cleaning and maintaining of the lavatory facilities within the dining area.
  - ♦ Promote practices that seek to reduce waste, reuse items, and recycle as much as possible.
  - ♦ Assist the Food Service Manager and Cook 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.
  - ♦ Oversee the sweeping and mopping of the dining hall on a daily basis.
  - ♦ Inventory and refill any materials needed in the operation of the dining room.

### Other Job Duties:

- ♦ Oversee composting and recycling procedures in dining hall and kitchen.
- ♦ Assist with the work of the dishwashers to maintain the cleanliness of the dish room area.
- ♦ Work cooperatively with kitchen staff.
- ♦ Assist in kitchen with food prep, serving, and clean-up as needed.

*In year-round settings, this position would contribute to strategic discussions on guest services, budget development, and capital planning. For seasonal operations, the Dining Hall Manager may participate in duties such as staff meetings and special celebrations, or assist with welcoming guests.*

Relationships:

*Dining Hall Managers have a designated relationship with the maintenance department staff to ensure the proper, efficient, and safe operation of all dining room appliances and furnishings. Identification of the relationship between the Dining Hall Manager and the Program Staff is important to ensure the integration of the food service in the mission and program goals of the camp.*

Equipment Used:

*List those pieces of equipment that are utilized in the dining hall and are the responsibility of this position.*

Qualifications: (Minimum Education and Experience)

- ♦ Experience in institutional or large food service setting preferred.
- ♦ Knowledge of and experience in food service especially with serving methods.

Knowledge, Skills, and Abilities:

- ♦ Knowledge of current health and safety laws and practices related to food service is helpful.

Physical Aspects of the Job:

- ♦ Ability to effectively communicate orally.
- ♦ Ability to lift and carry 30 pounds.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- ♦ Ability to safely and properly use kitchen equipment.
- ♦ Ability to provide first aid and to assist campers and staff in an emergency.