



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Dining Hall Steward
REPORTS TO: Head Cook, Cooks
SUPERVISES: None

SPECIFIC DUTIES

Before Meals

- (8:00 am) Straightens up the chairs on the Deck and wipes the dead bugs off the tables on the Deck.
- Sets windows and fans before meals as appropriate for the weather; turns on the lights.
- Ensures that the "Meat/Veggie" and "Specials" boards are updated.
- Verifies that appropriate cup racks, plate racks, and silverware trays are set out for waiters.
- Assists with setup of the salad bars and supervises waiters.

During Meals

- Assists with food distribution at the counter as needed. Rings the "cow bell" at the appropriate time.
- Checks with counselors of cabins going on overnights to determine food needs, completing overnight pack-out sheet.

When Cleanup Begins

- Verifies that scrapers and sponges/rags in hot water are set out for the waiters.
- Supervises the waiters at the counters, trash bins, silverware trays, and cup racks.

After Meals

- Supervises and checks out the waiters after meals. Check the Deck tables and clean any that didn't get done.
- Assists with cleanup of the salad bars.
- Verifies that the Service Task supervisor and workers are sweeping the Deck and other steps.
- Sweeps (every meal) and mops (every evening) the area immediately in front of the kitchen.
- Sets windows and fans after meals as appropriate for the weather; turns out the lights.
- Tracks down any waiters/cabins that did not clean up properly or check out properly.
- Finishes the sweeping "between" tables.
- Deals with any Lost & Found items, makes sure brooms and dustpans are put away, and so on.
- Prepares the trash for taking to the dumpster.
- Consolidates ORT, sorting out non-compostable materials, and moves to loading dock or designated location.

Other

- Abides by all Michigan state health and sanitation regulations.
- Fills napkin holders and replaces salts & peppers as needed, and maintains overall appearance of table centerpieces.
- Assists with other kitchen duties as needed upon request of the cooks.
- Twice a week, supervises Staff Snacks (prep, serve, clean up) from 10:15 pm to 11:30pm.
- Responsible (with kitchen staff help) for completing all overnight & olympic pack-outs, ensuring no items are forgotten.
- Assists on-site teen programs with pack-outs as needed.

ADDITIONAL DUTIES

- Maintains the cleanliness of the living space to which he or she is assigned.
- Participates in camp activities with campers as time allows, given kitchen responsibilities.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- If 18 years old or older, may be assigned to substitute for an SC when they are on their night off.
- Maintains positive relationships with campers, parents and other staff.
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Age 21 or older
- Certified in CPR, First Aid and preferably Lifeguard
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals