

Position Description

Long Point Camp



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Position Title: KLEPTOS Team

Department: KLEPTOS Team

Classification: Seasonal

Position Summary:

As a member of the KLEPTOS Team to attend all KLEPTOS meetings, and to fulfill the duties of the following support staff positions on a rotating basis as assigned: wait staff, dishwasher, pots and pans, kitchen work, housekeeping, laundry, and maintenance. Also, to report when assigned to counselors, lifeguards, or program areas for training and support. This position is responsible to the Kleptos TEAM Director, with direct supervision by the supervisors stated below.

General Responsibilities:

1. To report promptly to the assigned areas at the assigned times.
2. To accept assigned tasks without hesitation.
3. To wear proper clothing for assigned duty.
4. To receive approval for dismissal from all work areas.
5. To maintain personal appearance and adhere to all personal policies and practices as outlined in the Long Point Camp Staff Manual.
6. To support and assist in the program planning and other camp wide activities as assigned.
7. To "shadow" senior staff positions in all camp-wide programs, such, as evening programs and devotions, insofar as they do not conflict with specific job duties.
8. To attend and participate at assigned support cabin following evening program.
9. To attend and participate in daily KLEPTOS meetings.
10. To adhere to all policies and practices of Long Point Camp.
11. To fulfill any other duties deemed necessary by the Camp Director for the running of Long Point Camp.

Dining Room Responsibilities:

Immediate Supervisor- Dining Hall Supervisor

1. To provide a clean and pleasant environment at mealtime and snacks.
2. To prepare tables with needed condiments for meals.
3. To graciously served prepared food and drinks.
4. To remove excess supplies from tables upon completion of meals.
5. To provide needed supplies for quick wipe-up of tables.
6. To immediately wipe up all spills in the Dining Room.
7. To complete dining room meal preparation.
8. To see that assigned areas are neat and orderly, meeting state standards.

Dish Washing Responsibilities:

Immediate Supervisor- Head Cook

1. To wash and rinse all dishes, silverware, and other appropriate items, and to maintain the dishwashing area to established standards.
2. To accept instruction on the use and maintenance of the dishwasher.
3. To report difficulties and supplies needed.
4. To follow dishwashing procedure as outlined by the Head Cook.
5. To adhere to all food service standards in the dishwashing area and in operation of the dishwasher.
6. To immediately wipe up all spills in the Dining Room.
7. To complete dining room meal preparation.
8. To see that assigned areas are neat and orderly, meeting state standards.

Pots & Pans Responsibility:

Immediate Supervisor- Head Cook

1. To assist the head cook in maintaining the work area and of cookware items, to assist wherever possible and as

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- needed in the kitchen.
- 2. To scour and clean cookware as used.
- 3. To clean up any spills immediately.
- 4. To sweep kitchen floor daily.
- 5. To scrub kitchen floor nightly.
- 6. To assist in the stockroom and walk-in areas as requested.
- 7. To prepare the work areas for the daily task.
- 8. To maintain work area to food service standards.
- 9. To adhere to all food service standards in the washing areas.

Kitchen Aide Responsibilities:

Immediate Supervisor- Head Cook

- 1. To provide a clean and pleasant environment at meal times and snacks.
- 2. To tidy walk-in cooler daily and scrub once a week.
- 3. To maintain an orderly and clean stock room.
- 4. To empty garbage cans and clean as needed throughout the day.
- 5. To assist the head cook as needed and requested.

Housekeeping Responsibilities:

Immediate Supervisor- Head Housekeeper

- 1. To perform daily assigned housekeeping tasks as to meet health standards.
- 2. To clean the administrative offices, administrative office bathrooms, staff lounge, multi-purpose building stairwells, canteen bathrooms, program area bathrooms, dining hall bathrooms, and tabernacle daily.

Laundry Responsibility:

Immediate Supervisor- Head Laundress

- 1. To assist the head laundress in laundering staff laundry, blankets, and sheets.
- 2. To provide clean blankets and sheets each camp period as needed.
- 3. To assist the head laundress with the daily laundering tasks.
- 4. To help maintain the laundry facilities by cleaning daily.

Maintenance Responsibilities:

Immediate Supervisor- Facilities Manager

- 1. To keep grounds, buildings, and trash areas free from any debris or health hazards.
- 2. To provide assistance to the facilities manager in all areas of maintenance.

Minimum Job Requirements:

- 1. Must be at least 14 years of age.
- 2. Must be teachable, flexible, and able to follow orders as given.

Signature of Employee

Date

Signature of Camp Director

Date

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