

# Camp Duties & Roster

DUTY	TASKS/NOTES
<b>SET UP</b> Prepare tables for meals	<ul style="list-style-type: none"> <li>Collect Morning/Afternoon Tea from the kitchen and enjoy in your designated eating area. This will consist of fruit, packaged goods and water container.</li> <li>Ensure all items are returned to the kitchen with left over fruit to be placed in the fridge (feel free to consume at another time).</li> <li>Cold water containers are refilled at every break.</li> <li>Breakfast/Dinner set up helpers to be sent to the kitchen 5 minutes before serving time.</li> </ul>
<b>SERVE</b> Assist kitchen staff and teachers/group leaders serve meals	<ul style="list-style-type: none"> <li>Check with kitchen staff prior to each meal for the number of servers required.</li> <li>Please ensure servers observe food handling regulations – long hair tied back, closed in shoes, wash their hands just prior to serving the food, wear gloves provided. Servers showing any signs of illness or who are experiencing diarrhea or feeling unwell <b>must not</b> serve food.</li> <li>A hand sanitiser solution is available for the use of all campers. The dispenser is located at the back of the stage and another in the main outside eating area near the stairs into the hall.</li> </ul>
<b>CLEAN UP</b> Clean up eating areas.	<ul style="list-style-type: none"> <li>Wipe down the tables.</li> <li>Sweep the hall/outdoor eating area (as required).</li> <li>All rubbish needs to be put into the bins provided in the eating areas.</li> </ul>
<b>WASH UP</b> Wash dishes	<ul style="list-style-type: none"> <li>Collect plates, glasses and cutlery.</li> <li>Rinse thoroughly before running it through a large industrial dishwasher (kitchen staff will show teachers/group leaders how to operate).</li> <li>Return plates, cups and cutlery to kitchen/dining hall.</li> </ul>

(WAR030 02/16)

**DEPARTURE**

Tidy all accommodation and common areas used.

**Dining Hall**

- Stack all chairs and tables and replace in their original positions against the wall.
- Pick up any rubbish off floors and put in rubbish bins.
- Sweep floor.
- Pick up any lost property/equipment.
- Collect any food/drinks from glass door fridge in servery area.
- Close all windows.

**Cabins**

- Pick up any rubbish off floors and put in rubbish bins.
- Sweep floor.
- Ensure no personal belongings have been left behind.
- Turn off lights and fans/coolers (where applicable).
- Close all windows and doors.

**First Aid Room**

- Collect any medication or cold packs from fridge.

**Outdoor Areas/Sports Hall**

- Return any cups/containers to the kitchen.
- Pick up all rubbish and put in rubbish bins.
- Ensure no personal belongings have been left behind.
- Return any YMCA equipment that may have been borrowed. Pack away balls or equipment used in Sports Hall.

**Office**

- Return any completed Incident Report forms.
- Report any breakages/damage.
- Report any maintenance issues.
- Return keys.
- Rebook camp dates for following year.

**PLEASE NOTE:** Accommodation blocks will be inspected after breakfast on your last day. Please ensure a teacher/group leader is available at 8:30am to walk around with the Guest Services Coordinator to conduct a pre-departure check.

# Camp Duties & Roster

	Day One	Day Two	Day Three
<b>Breakfast/Afternoon Tea</b>			
Set up			
Serve			
Clean up			
Wash up			
<b>Lunch/Supper</b>			
Set up			
Serve			
Clean up			
Wash up			
<b>Dinner/Morning Tea</b>			
Set up			
Serve			
Clean up			
Wash up			