Dining Hall Supervisor
Job Description

Before Meals;

1. Check with Head Cook 45 minutes before meals to see if there is anything special needed for the meal. Also be prepared to help move heavy pots and pans for the cooks as needed.
2. Set out and put away clean, sanitized dishes from last meal. Set out plates on the end of the counter and put utensil containers and glass basket out for KP to distribute.
3. Have prepared Knife, Fork, and Spoon cleaning buckets with a little water and soap. Set out on counter with black slop bucket.
4. Prepare dish cleaning sinks with warm water and soap.
5. Prepare bleach solution in sprayers. Use 1 gallon water to 1 teaspoon bleach.
6. Have KP wash hands, have kids wash off tables with bleach solution and dry.
7. Have KP set up napkins, knives, forks, spoons, and glasses.
8. Set up salt and pepper shakers, Koolaid, and basins with ice in it for milk. Set out milk just before meal is served. Cereal should be set out at breakfast only. (Note: only DH Supervisor or counselor should be in kitchen area.

During Meals;

1. Replace any needed condiments, Milk, etc. as needed.
2. Be prepared for spills.

After Meals;

1. Make sure that each table has scraped plates and stacked everything neatly. Do not dismiss table until the table is ready.
2. Each table should separate out the knives, forks and spoons into separate glasses for easy carrying. Also, the paper products should be separated from the food items.
3. After dismissal of the tables, KP should bring the plates up, scraping the food stuff into the slop bucket and the paper products into the trash can. A couple of people should check scrap plates to remove as much food stuff as possible. A couple of other people should be assigned to wash the plates and stack them in the appropriate wash basket.
4. All condiments, including cereal should be properly put away.
5. KP should wash off tables with warm water with a little soap in it. Dry off tables and then put benches up on table. TWO TO A BENCH!
6. Sweep floors.
7. Spot mop after meals. Floor should be mopped at least once during the week and must be mopped during rainy weather.
8. Have KP take down benches.

9. Clean clean-up area after each use. Wash water must be poured through strainer; basins and buckets washed out, and counter tops and sinks cleaned out.
10. Make sure everything is cleaned and read for next use. Check salad bars for cleanliness.
11. Put cleaning rags and towels into basket for washing.
12. Take out garbage in Dining Hall and Kitchen as needed. Should be removed before the end of the day.

Other Duties;

1. The Dining Hall Supervisor may be asked to do the shopping by the Head Cook. The list should be separated into purchases at Aldi first, Fareway next, and then HyVee located in Washington, unless special instructions are given. Get petty cash from Head Cook or Director for Aldi and charge the food at the other two places.
2. Mats and floor in the Kitchen area should be cleaned at least once during the week unless the cooks are especially messy. Mats are to be taken outside in the sunshine, hosed off and then brushed off with a little soap. Allow to dry. Mop floor and allowed to dry and then replace mats.
3. The Dining Hall Supervisor is in charge of making Koolaid and Orange juice each day unless other arrangements are made with the Head Cook.
4. Keep water jugs and Gatoraid jugs full with ice and liquid. Keep cups and other supplies in stock.
5. Check with Head Cook and Directors for any other assigned duties.

Saturday Only;

1. Ask Director to assign three helpers for Dining Hall cleanup.
2. Cooks are in charge of cleaning the counters and organizing the kitchen. Assign one helper to clean mats and mop kitchen.
3. Clean all counters and straighten up all cabinets.
4. Make sure tables are cleaned and dried. Stack benches on the tables and move all tables to one side of Dining Hall. Sweep well and mop the whole floor, flooding areas with dried on food. Move tables and do other side.
5. Let everything dry and replace tables and mats.