



Senior Staff

Senior Staff are an important part of the Leadership Team for Red Pine Camp. Senior Staff begin the summer working as Work Crew - part of this time is cleaning and preparing the camp for the season and the remaining time is programming for departments.

Senior Staff report directly to the Summer Camp Directors and work collaboratively with all management staff - ED, AD, property, office, first aid, kitchen etc. Senior Staff oversee the delivery of camp programs and operations and take responsibility for the day-to-day leadership and operation of their department and the Junior Staff.

Expectations

1. Embrace, uphold and promote Red Pine Camp's Mission, Vision and Values
2. Understand that all staff are responsible for providing a fabulous customer experience.
3. Health and safety and the experience of our campers must be the top priority in all decision-making
4. Demonstrate and promote a work culture of teamwork balanced with independence, maturity and the desire to work hard
5. Spend time learning your role to the best of your ability, reaching out for assistance when needed and accepting advice and guidance when necessary.
6. Work collaboratively with the Senior Staff team and all RPC Staff and Volunteers
7. Show respect for everyone and everything - staff, campers and the environment
8. Adhere to the Senior Staff code of conduct
9. Act as a role model for the Junior Staff, LITs and campers
10. Be familiar with camp policies and both endorse and model them to all staff and campers
11. Participate in camp life

Key Responsibilities

1. Be professional in your role and be a role model for all staff and campers; embracing, upholding and promoting RPC Mission, Vision and Values and adhering to the Code of Conduct.
2. Promote and uphold ALL Junior Staff rules of conduct
3. Report ANY concerning behaviours from junior/senior staff or campers immediately to management
4. Practice "Pride of Place" at all times - Ensure your department, cabin and ALL camp facilities are kept clean and in good working order
5. Develop a solid understanding of your department prior to the summer (reading and knowing your department manual)
- a. Liaise with the ED, AD, Summer Directors, past staff and the adv. committee member prior to camp
6. Participate in pre-camp activities including Work Camp, staff training, updating department programs & processes, setting up equipment & facilities, etc.
7. Manage your department effectively:
 - a. train, manage, supervise and evaluate your junior staff; asking for support when needed.
 - b. Train, supervise and evaluate the leaders-in-training (LITs)
 - c. Provide an oral end of summer report during an end-of-summer meeting with the ED
8. Participate equally in scheduled Senior Staff duties (evening camp "Lock-Up", bunk checks etc.)
9. Embrace the fluid nature of Senior Staff responsibilities at Red Pine; understanding that performing the responsibilities of your job cannot be done in a tidy 38-hour work week.
10. Provide support and assistance in other departments and staff when needed and
11. Perform any other operational duties as assigned by the Camp Directors



Dining Hall Kitchen/Catering

This role has evolved from the DH Program Support Senior (and floater in past summers). The job as described below is being finalized and will be updated asap.

Job Purpose

In addition to the regular Senior Staff roles, the Dining Hall Kitchen Senior works closely with the DH Wait Senior, and the kitchen staff and management to ensure smooth service of food to our campers. This role helps manage the Wait and Slop staff on the days off of the other DH seniors, and covers some shifts in the tuck shop.

The Dining Hall Kitchen Senior must demonstrate strong communication skills to ensure clear direction between kitchen staff and junior staff, guaranteeing camper needs and expectations are consistently met

In the Dining Hall, the Senior will:

1. Manage the junior staff working in the kitchen with the kitchen staff/caterers to prepare and serve food. This includes direct oversight of a team of six junior staff, coordinating their daily tasks and ensuring collaboration with kitchen staff to prepare, cook, and execute meals for campers and staff
2. Oversee the service details taking place “behind the doors” of the kitchen ensuring food service is smooth. This will include the following:
 - a. Food plating and handover to DH servers
 - b. Portion “control” for larger and smaller tables
 - c. Allergies and dietary food management and communication of ingredients to staff
 - d. The Senior must ensure clear communication of allergy and dietary information between kitchen staff, junior staff, and servers to safeguard camper health
3. Maintain the highest level of customer service and cleanliness of the food service areas by enforcing and modeling cleaning and disinfecting procedures.
4. Learn how to manage the other aspects of the DH so coverage on days off happens effectively.
5. Work closely to liaise and communicate between DH seniors and Kitchen staff/caterers to ensure camper needs and expectations are met. This requires proactive communication and daily check-ins with both kitchen staff and junior staff to align on meal preparation, timing, and camper satisfaction

In the Tuck Shop, the Senior will work with the Tuck Senior to deliver high-quality customer service with attention to cleanliness, merchandising, and be responsible for handling transactions.

Key Responsibilities for Tuck:

1. Work with Tuck Senior to complete a full inventory of clothing and hard goods prior to the start of the summer, and two times during the summer
2. Assist with keeping inventory clean and organized during the summer.
3. Ensure the correct use of the POS system (handling and accounting of sales) in the Tuck Shop through modeling best practices to Junior and Senior staff and by regular monitoring and observation.
4. Oversee safe and proper use, maintenance and cleaning of all Tuck Shop equipment.
5. Work with Tuck Senior to set up stock displays, market and promote camp products and services weekly.



Key Responsibilities in the Dining Hall:

1. Provide and promote excellent customer service in all ways possible to our campers - engage with them regularly and monitor food quality and quantity
2. Work with the other Seniors to manage the proper use, maintenance and cleanliness of the facility and all Dining Hall equipment
3. Work in partnership with the other Seniors and Kitchen staff/ caterers to train all kitchen staff in their daily responsibilities, food preparation, kitchen duties, cleaning protocols etc.
4. The Dining Hall Kitchen Senior is responsible for coaching and supervising six junior staff daily, ensuring they work effectively with kitchen staff to deliver meals.
5. Organize and supervise the delivery of meals to campers and staff
6. Work in partnership with the Senior Staff and Kitchen staff to oversee compost processes
7. Work with Dining Hall and kitchen junior staff to complete after meal duties
8. Work with the other Seniors to coach and evaluate all Dining Hall Junior Staff. This includes providing constructive feedback to junior staff on communication, teamwork, and food service execution