

## KITCHEN HELPERS

Two people per meal are needed to help the lead cook. Individuals can be dedicated to only kitchen support or they may take turns through the kitchen.

### TIMING

- +Breakfast: ~7 AM-9:30 AM
- +Lunch: ~10 AM-12:30 PM
- +Supper: ~4:30 PM-7 PM

### RESPONSIBILITIES

- +food/drink preparation
- +cleaning kitchen / dining hall
- +washing and putting away dishes
- +serving food
- +preparing tables for meals

### “TEN KITCHEN COMMANDMENTS”

1. Thou shalt wear hair coverings (hair net, scarf, or ball cap with hair pulled up) when working in the kitchen.
2. Thou shalt wear gloves when handling food.
3. Thou shalt wash hands and change gloves between tasks.
4. Thou shalt follow the posted dishwashing protocol.
5. Thou shalt store all clean dishes upside down.
6. Thou shalt date/label all items in the refrigerator and freezer that are not in their original container.
7. Thou shalt assure that soap and paper towel are available at each sink.
8. Thou shalt assure that trash cans are always lined and that liner is tied in place.
9. Thou shalt collapse all cardboard boxes and place flat against face of trash dumpster.
10. Thou shalt ask for help when uncertain.

## SUPPORT STAFF SURVIVAL GUIDE

Welcome to CMMBC! Thank you for giving your time to serve Jesus. You make a difference by showing Jesus to others!

### YOUR MISSION: SERVING BEHIND THE SCENES!

#### SUPPORT STAFF ROLES/RESPONSIBILITIES

- +Your role is to minister to the campers and camp staff through cleaning and maintaining the camp or helping in the kitchen.
- +Your schedule typically overlaps with the campers schedule for rise and shine, flag raising/lowering, meals, rest time, chapel time and lights out.
- +You have the option to attend off site activities.
- +Support staff director must attend staff meetings; other support staff has the option to attend.
- +You will be responsible for some daily duties and perhaps specific project work throughout the week.

## **DINING HALL**

- +lunch and supper clean up (daily)
  - +wipe tables with bleach water
  - +take out trash, as needed
  - +sweep floor, as needed
  - +wipe serving counter with bleach water
- +mop dining hall floor (MWF)
- +mop kitchen floor (T Th)
- +bathrooms (daily check, actions as needed)
  - +clean sinks
  - +clean toilets
  - +sweep floors
  - +remove trash/assure liners in cans
  - +stock hand soap, paper towel and toilet paper

## **GIRL'S AND BOY'S BATH HOUSES (DAILY)**

- +sweep shower areas
- +sweep toilet and sink areas
- +clean sinks/counters
- +clean mirrors
- +clean toilets
- +stock hand soap, paper towel, toilet paper, as needed
- +empty trash; assure cans are lined
- +mop floor (T F for girls; M Th for boys)

## **CHAPEL BATHROOM**

- +sweep floors
- +clean sinks
- +clean mirrors
- +clean toilets
- +stock hand soap, paper towel, toilet paper, as needed
- +empty trash; assure can is lined
- +mop floor (W)

## **HELP WITH LAUNDRY, AS REQUESTED**

## **HELP WITH GROCERIES, AS REQUESTED**

## **CLEAN-UP PORCH WHERE FREEZERS ARE STORED**

- +sweep floor
- +organize mops/buckets/cleaning supplies
- +assure boxes are folded flat and taken to trash bin
- +clean window sills
- +wash windows/screens, as needed
- +wipe off freezers with bleach water

## **GROUNDS KEEPING, AS REQUESTED**

- +weeding by hand
- +raking
- +mowing (must be over 18 years)
- +trimming (must be over 18 years)
- +trail clearing/brush clean-up
- +inspecting/replacing light bulbs, as needed
- +trash removal
- +fence maintenance

## **OTHER PROJECTS, AS DETERMINED BY CMMBC MANAGER**

- +depending upon the ages and the skill sets of the volunteers, other work assignments may be requested.