

Youth Groups Only: Dining Hall Supervisor Instructions



- For youth groups, one adult is required to serve as the Dining Hall Supervisor.
- The dining hall supervisor will be provided an orientation for the dining area 30 minutes prior to first meal by an Upham Woods staff member.
- The Dining Hall Supervisor must arrive in the dining room 20 minutes prior to each meal and remain until clean up is complete. An Upham Woods staff member will be able to assist you with facilitating set-up and clean-up.

15 Minutes Prior To Meal: *Help Set-Up Crew Ready the Dining Hall*

- Ask all helpers to wash hands before starting to set up.
- Set the appropriate number of tables as written on the menu board.
- We strongly recommend only allowing set up crew and Dining Hall Supervisor in the dining hall prior to the start of meal.
- Work with Upham Woods staff member to assure everything that is needed is set on the tables.
- Help the set-up crew decide who the hopper and scraper will be.

Meal Time: *Help Facilitate a Smooth Dining Experience*

- Ask the group to enter the dining hall and have them go directly to the tables.
- Make sure there is one adult at each table.
- Once everyone is seated and quiet, announce the hopper & scraper at each table.
- Read the menu listed on the board to everyone. The menu may include items which are restricted to a certain portion size per person. These portion sizes are written on the menu board in parentheses. If the item does not have a number by it seconds are allowed for that item.
- Coffee and tea are for adults (19 & older) only.
- Hoppers are the only people allowed up during the meal. Hoppers come to the service window and get the food for their table. Remind them to always follow the arrows so they don't run into each other.
- For salad bar, release one table at a time.
- All food brought to a table, even if it has not been touched, must be thrown away at the end of the meal. This is a state law. If any table wants extras of an item, the hopper must check at all the other tables before going up to the service window. This drastically reduces waste.

End of the Meal: *Help Clean-Up Dining Hall*

- Everyone at the table should help consolidate dishes and trash in order to help the scraper.
- Once this is done, the scraper can start taking the stacks, silverware, cups, and leftover food to the clean up carts. You and an Upham Woods staff should be at these carts making sure everything is being stacked together and put in the right places and not just thrown onto the carts. There are two buckets on the big cart. One large white one and one small red one. The large white one is for liquid waste, and the red one for serving utensils (including serving spoons).
- Silverware should be put into appropriate bins all facing the same way. This helps the dishwasher.
- After announcements are made everyone but the clean-up crew can leave.
- The clean-up crew is responsible for cleaning the tables and benches and sweeping the floor.

General

- If anyone has questions they should first come to you (the Dining Hall Supervisor). If you cannot answer the question, the Upham Woods staff should then be consulted.
- Your group is responsible for emptying and wiping out the refrigerator at the back of the dining room at the end of your stay. This refrigerator is provided for your group's use.