



Kitchen Liaison Information

You are the Chosen One!

You have one of the most important jobs in all of Camp! Mealtime is the **only** time that everyone is in the same place at the same time. Three times a day, you will be in charge! Your ability to run a well-organized meal will greatly impact the success of your camp. Your biggest challenge will be running the first meal and getting meals started on time. The UCCR Camp Coordinators will be available to help.

- **Be early!** Be in the Dining Hall **30 minutes before/during/after every meal.**
- **Be ahead!** On the first meal, perform an orientation about how to eat “Family Style”.
- **Be in the action!** Stand in the serving & clean up areas during meals/clean-up.
- **Keep Order!** A great Kitchen Liaison is assertive! Be firm, fun and fair.
- **Anticipate!** Read all information about running a meal and anticipate what needs to happen next.
- **Be conscientious!** Wasted food = wasted \$\$\$\$. Tell the kitchen if smaller portions are better.
- **Be cool** about special requests! Camp Arroyo gets a lot of special requests. We ask that you approach the Kitchen Staff when they aren't in the middle of serving a meal.
- **Organize** your meal groups (see below for details).

Long before the First Meal...Give yourself time to prepare!

- Organize your table groups. There are ten (10) seats per table. There are up to 15 tables available. (Suggestion—Seat by Cabin or Activity)
- Organize your groups for set-up, these groups arrive 20 minutes before each meal to set the tables and assist you. (Suggestion: Cabin Groups)
 - Check with kitchen staff as to what silverware are necessary for the meal. (It's a lot of work for the kitchen to stay on top of the dishes, putting out extra silverware unnecessarily adds to the workload)
- Organize a clean-up crew. (Suggestion: Get volunteers or late arrivals. Without a clean-up crew, the floor becomes quite messy for your next meal.)
 - Assign 1 to 2 people to the help direct traffic at the dirty dish /garbage area during clean up.
- Organize 2 hoppers for each table. (Hoppers serve and clean up food at the end of meals. You will need one Adult and one camper for your hoppers. We ask that there is always at least one adult per table assisting with Hopper details. Try to rotate this job so that the same people aren't hoppers at every meal.)
- Remind Staff and Campers about the Dining Hall rules during first meal. Be sure to point out the IN and OUT direction of the line.
- Do your best to have every group (or cabin) clean up or set-up at least once.
- Make sure there are enough adults/counselors at each table.
- Have the UCCR Coordinators show you how to use and clean the Popcorn, Sno Cone and Cotton Candy Machines.

Running your meal smoothly!

Announcements at First Meal

- Food served family style (not cafeteria/buffet style)
- Food brought to tables in serving dishes/bowls by two hoppers. Remember to have one adult hopper per table.
- Everyone should be hopper at least once [*explain schedule, if any*]
- Hoppers should be the only ones getting up during the meal
- Follow “IN” and “OUT” signs
- Please make sure everyone receives a first serving at your table – there are always seconds.
- For seconds, hoppers count how many people want more food. This helps not to waste food.
- Bathrooms are located inside the front foyer.

Start the meal:

- **Send 2 hoppers—make sure they stay together**
- Announce vegetarians and special dietary plates to come to the serving area and check in with kitchen liaison

During meal:

- Announce seconds—*make sure hoppers count* how many people want seconds
- Dessert: Give warning when dessert is coming up and tell them to save whatever utensil they may need
- Send a counselor to dessert area to assist campers/hoppers
- Announce dessert and have **one** hopper count how many people want it

Clean Up:

- **Remember to assign 1 or 2 adults/counselors to help at the dirty dish window and garbage area.**
They will help hoppers sort dirty dishes, compost, and garbage. Make sure everyone is quiet and listening before explaining the special way we clean-up dishes.
- Only hoppers take stuff from the table, but *everyone helps out at the table*
- We sort any food left into Compost and Garbage
- Compost: Salads without dressing, leftover fruit, napkins without much grease or dressing on them—no meat, oil, or dairy. Collect compost in one bowl or dish and dump in compost bin near garbage area.
- Garbage: Anything left over
- Have everyone look under their table and pick up 3 pieces of trash/food and put it in the garbage pile
- Hoppers bring up garbage/leftover food in dishes to the dish window
- Meanwhile, everyone at the table stacks plates and cups and collects silverware, ready for hoppers to take
- After the table is clear, hoppers get a soapy rag—*wring it out*—and wipe down the table
 - Make sure to spray tables with leave on sanitizer after wipe down

Misc. Tips for Success

- Eat your meal earlier than everyone else ...during the meal you will be very busy.
- Do whatever you can to make the meals begin and end on time.
- Kitchen is off limits to all camp staff due to health and safety issues.
- When you use the microphone, wait till you have the audience's attention before you begin speaking.
- Salad Bar Details: Each table of campers will get salad in a bowl for all to share. Adults and counselors can visit the salad bar. If campers see the yummy salads and want to try the salad bar...they are welcome to do so! However, they need a counselor to assist them (keeps the food cleaner in the salad bar). **Please monitor camper use of the salad bar.**
- If your group is scheduled for a special bag lunch during your camp stay, make sure to check in with the UCCR Coordinators for a loading and pick-up location for them.