



## Emerald Bay Outdoor Academy Dining Hall Steward

The Emerald Bay Outdoor Academy is a youth science education program based at Camp Emerald Bay on Catalina Island and operated by the Western Los Angeles County Council, Boy Scouts of America. Our mission is to ***inspire the next generation of environmental stewards*** through overnight science programs and Educational Outreach Partnerships. Our students come from public, private, charter, and homeschool organizations. We serve students in grades 5<sup>th</sup> through 12<sup>th</sup> every Spring and Fall.

### Job Dates:

- This is a seasonal position.
  - Fall season is August 25 – November 9, 2024
- Average of 40 hours per week with opportunities for overtime.

### All-Staff Responsibilities:

- Provide exceptional customer service to all student and adult chaperone program participants.
- Maintain professionalism in the workplace and around camp.
- Clean and maintain camp equipment and course materials.
- Assist with the general cleanup and cleaning of camp.
- Participate in staff trainings.
- Participate in weekly staff meetings.
- Provide retail help in the Ship's Store trading post when assigned.
- Other duties as assigned in camp may include work projects, providing staff assistance for non-Academy groups such as YMCA weekend groups.

### Dining Hall Steward Specific Responsibilities:

- Maintain cleanliness of Dining Hall, Dining Hall Porch, and Pavilion areas.
- Greet guests before mealtimes.
- Oversee mealtime student lineups, announcements, explanation of dining hall procedures during mealtimes and student orientation, and dismissals for all meals for the Emerald Bay Outdoor Academy (primarily Monday – Friday programs).
- Assign dining hall tables to schools attending.
- Facilitate and oversee student cleanup of each meal.
- Ensure dining hall is appropriately cleaned and stocked for mealtime service including:
  - Cleaning handwashing sinks and restocking soap and paper towels.
  - Restocking paper goods including napkins and silverware.
  - Student cleaning supplies including spray and wipes, brooms/mops, and checklists.
- Refill milk and juice machines.
- Ensure cleanliness and functionality of the coffee area including: cleaning and restocking, brewing coffee, and taking coffee grounds to the garden for composting.
- Finalize dining hall cleanup after each meal including:
  - Wiping dining and serving tables after meals as needed.
  - Spot mopping and sweeping after breakfast and lunch.
  - Full sweep and mop after dinner including putting up any remaining chairs on tables.

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- Taking fruit and vegetable scraps from kitchen food preparation to the garden for composting.
- Put out student between-mealtime snacks daily.
- Oversee weekly assembly of sack lunches for students departing camp.
- Assemble s'mores kits for student campfires.
- Oversee sack lunch assembly line on student departure days.
- Participate in arrival day orientation and departure day student send-off.
- The Dining Hall Steward typical daily scheduled shifts are as follows (subject to change and variability):
  - Breakfast: 7:00am – 10:00am
  - Lunch: 12:00pm – 2:00pm
  - Dinner: 5:30pm – 8:30pm

## Qualifications:

- Passion for customer service
- Attention to detail in terms of cleanliness and mealtime supplies
- Love of outdoors and youth education
- Enthusiasm and comfort in front of a group
- High school degree or equivalent
- 18+
- Previous experience working with youth is beneficial
- Previous food service experience is beneficial
- Flexibility as job demands can change quickly
- Self-starter, able to work independently and in a group
- Ability to lift up to 25 lbs
- Desire to learn and grow professionally and contribute to a growing program
- Ability to pass background check
- Authorized to work in the United States

## Benefits

- First and last boat ticket to and from Catalina Island are provided.
- Hourly pay rate is \$17.27/hour with opportunities for overtime.
- Housing and meals in the dining hall are provided subject to a weekly salary deduction of \$246.24.
  - Most staff reside in Bunk Cabins, with 3 staff per bunk room which is connected to another 3-person room via a shared bathroom and shower. Visit the facilities page for photos: <https://www.campemeraldbay.org/facilities/#1599675911977-3b4e7ad1-d67e>
- Two free staff t-shirts for new staff and one free staff shirt for returning staff in subsequent seasons.
- Use of facilities and recreational equipment during off hours to explore the world class waterfront and the rugged West End of Catalina Island.

## Additional Job Information & Requirements

- Staff must reside on-site at Camp Emerald Bay in staff housing.
- Prior to employment all staff are responsible for completing livescan fingerprinting and passing a background check, completing California AB 506 Mandated Reporter Training, and passing a Tuberculosis (TB) screening test. Fingerprinting and TB testing fees are applicant responsibility.

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- Staff are responsible for completing a pre-camp physical to be completed using the Annual Health and Medical Record Part C requiring a physician signature.
- Staff are employed by the Western Los Angeles County Council, Boy Scouts of America. A current BSA membership is required and can be completed in camp upon arrival and paid for in the Ship's Store for \$35.
- Pets are not permitted in camp.
- Paid leave is not provided however off-island travel for personal needs may be accommodated with advanced written notice.

## To Apply:

- Send the following to Program Director Margaret Whitlock at [Margaret.Whitlock@scouting.org](mailto:Margaret.Whitlock@scouting.org)
  - Resume
  - Cover Letter
  - Three professional references