



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 5th through 12th every Spring and Fall.

Job Dates:

- This is a seasonal position.
 - Fall season is August 25 (flexible) – 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 Joschi Anderson at Joshua.Anderson3@scouting.org:
 - Resume
 - Cover Letter
 - Three professional references