



Lodge Crew Duties

LODGE DUTIES

Before Meals:

- Wash hands upon arrival and keep clean hands for work – without exception
- Wipe down and sanitize every table
- Put out stacks of cups on tables (8-10)
- Put out 2 pitchers of water on each table
- Restock napkin dispensers at each table
- Restock silverware caddies at each table

After Meals:

- Sweep and mop dining room and dance floors (once a day)
- Take out trash and replace liners (nightly) – All trash **MUST** be taken out
- Dump cereal trays and wipe down dispenser after every meal
- Restock all plates and silverware at buffets and food areas after every meal
- Clean bathrooms and restock paper goods (check throughout the day)
- Wipe down shelves and put away books and games (collect cups and mugs that have been left out)
- Notify Kitchen Crew if food items need to be restocked
- Make sure brooms and dustpans are put away in wardrobe
- Put any items left around the lodge in lost and found – Water bottles, shirts, etc.

Please make sure all lodge areas are clean and ready for the next meal before you leave.

(see page 2 for Dish Room Duties)



DISH ROOM DUTIES

- Dish washing station #1 (clean and rinse):
 - Take dirty dishes out of dish tubs and place on racks to be cleaned
 - Clean and rinse dishes before putting them in Hobart to be sanitized
 - Slide dish rack with clean dishes into Hobart to be sanitized
- Dish washing station #2 (pots and pans):
 - Scrape excess food off of the pots and pans
 - Thoroughly clean and rinse the pots and pans
 - Sanitize the pots and pans
- Dish washing station #3 (sanitize and put away):
 - Pull sanitized dish rack with sanitized dishes out of Hobart
 - Put away all sanitized dishes, pots, and pans
- Sweep & mop floors nightly – main kitchen, store rooms, and loading docks
- Take out trash and replace liners nightly – All trash MUST be taken out
- Wipe down beverage areas and clean
- Wipe down and clean hand washing sink and beverage sink nightly
- Put all dishes away
- Clean kitchen bathroom once a day – wipe down sink, clean mirror, take out trash, clean toilet
- Restock mugs and tumblers at beverage dispensers after each meal
- Make sure dish room is re-set and ready for the next meal
 - Dish tubs rinsed out and reset
 - Rags washed and ready
 - Sinks drained and cleaned
 - Work areas wiped down