

Youth Groups Only: Dining Hall Supervisor (DHS) Instructions

- For youth groups, one adult is required to serve as the Dining Hall Supervisor (DHS).
- The DHS will be provided an orientation for the dining area either during adult orientation or before the first meal.
- The DHS 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.
- Upham Woods staff lead the first meal; DHS should lead subsequent meals.



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 whiteboard.
- Only set up crew and DHS are allowed 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.
- Help enforce all procedures spelled out in the **"Dining Hall Procedures & First Meal Instructions"** laminated checklist, hanging in the dining hall.
- Hoppers are the only people allowed up during the meal. Hoppers should follow the red arrows.
- 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 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 food 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 plate stacks, silverware, cups, and leftover food to the clean-up carts.
- The DHS and an Upham Woods staff member should be at these carts making sure everything is being stacked together and put in the right places.
- Silverware should be put into appropriate bins all facing the same way.
- Announcements are made after the clean-up carts have been wheeled into the dish room.
- When announcements are completed, 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 DHS). If you cannot answer the question, Upham Woods staff should be consulted.
- Your group is responsible for emptying and wiping out the refrigerator at the back of the dining hall at the end of your stay. This refrigerator is provided for your group's use.