



# Meals Duty Group

The following guidelines are for the 'Duty Group' (DG) at Tandara Lutheran Camp.

Each group using the facilities is to provide a DG to assist the Tandara staff in setting up for meals and clearing tables. Some groups may opt for Tandara to supply extra staff to fulfil these duties, this will be charged to the group. The size of the DG will depend on the overall size of the group but it will generally consist of at least four (4) people and for school groups a LEADER to supervise the DG is also required.

The DG is to report to the kitchen supervisor 10 -15 minutes prior to the allotted meal time. The supervisor will issue instructions on any special requirements for the meal. Generally the duties will involve:

## **Prior to the meal**

- ❖ Position and clean tables before setting.
- ❖ Place sufficient chairs at the tables, commensurate with the number of guests dining.
- ❖ Set tables with knives, forks, spoons and condiments as per the diagram on the notice board and/or the example set by Tandara staff.
- ❖ Placing cordial/water/juice and glasses on the tables.

## **During the meal**

- ❖ Clear tables of dirty plates etc no longer required by diners and placing them in the wash up area.

## **After the meal**

- ❖ Scrape all plates, bowls placing them in the wash up area.
- ❖ Completely clear all tables.
- ❖ Wipe tables using spray and leave clean.
- ❖ Sweep floor in dining area(HALL)
- ❖ Tandara Staff will kindly wash all of your dishes.