



DUTIES HANDBOOK

397 Henderson Valley Road, Henderson Valley, Auckland 0612 | 09 837 0494

Email: info@onebigadventure.org.nz www.onebigadventure.org.nz

GREETINGS & WELCOME



In this booklet you will find helpful information on the various duties around the camp facilities. Please use this booklet to familiarise yourself and your group leaders with the various duties required whilst on camp.

- Duties consist of daily duties.
- An adult must be in charge of each duty.
- Duties are a part of your stay at camp.

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DAILY DUTIES

- Serving Food
- Meal Set Up
- Meal Clean Up
- Cooks Dishes
- Dishwashing
- Bathroom Clean
- Camper's Kitchen Clean
- Lock Up

An adult must be in charge of each duty – preferably the same person for the duration of the camp.

List of Duties	# of Helpers	Person Responsible
Fire Officer	1 Adult	
Lock Up	1 Adult	
First Aid (Please bring own 1st aid kit)	1 Adult	
Bathroom Cleaning	1 Adult 3 Children per bathroom	
Breakfast Set Up	1 Adult 5 Children	
Breakfast Clean Up	1 Adult 5 Children	
Lunch Set Up	1 Adult 5 Children	
Lunch Clean Up	1 Adult 5 Children	
Dinner Set Up	1 Adult 5 Children	
Dinner Clean Up	1 Adult 5 Children	
Campers' Kitchen	1 Adult	
Cooks' Dishes (This is an Adult Only Duty)	3 Adults	
Dishwasher	2 Adults 2 Children	
Serving Food (This is an Adult Only Duty)	3 Adults	

SERVING FOOD



Everyone in the kitchen must:

- Wear shoes
- Wash their hands

Please organise your servers to meet **5 minutes** before each meal.

The kitchen team will provide them with: Gloves, Aprons and a Hat.

MEAL SET UP

Please organise your group to meet 20 minutes before each meal

Everyone in the kitchen area must wear shoes

Everyone must wash their hands before doing these duties

Arrange tables and chairs: 8 to 10 chairs per table for children

Place on tables:

- **Per setting** – 1 glass (*located on shelves under bench in campers kitchen*)
- **Per table** – for breakfast and lunch 1 bowl of margarine pcu's, 1 container of spreads (*located on shelves beside servery*)
- 1 jug of water / cordial (*jugs located on shelf under hot drinks machine*)
- Wheel out plate trolley (*located in campers kitchen*) and place to the left of the servery or as directed by kitchen staff
- Place blue cutlery containers (*located in cubby holes in camper's kitchen*) at end of servery in dining hall on wooden table or set out cutlery needed directly onto tables
- Fill cutlery buckets with one teaspoon of soaking powder (*located on shelf opposite sink in dishwashing room*) and hot water (*half way*), attach cutlery labels to containers 1 each for knife, fork & spoon. Place on outer bench of the dishwashing room
- Make sure there is a lined bin under the scraps hole
- Place a flat tray, spiked tray and green cutlery container on the bench for dirty dishes (*located under the bench by the steriliser*)

MEAL CLEAN UP

- Take everything off the tables
- Return PCU margarine and spreads to servery
- Put any cutlery left on tables (*both used and unused*) into cutlery buckets to soak before going through the steriliser
- Scrape any scraps left on plates through the hole in the bench into the bin
- Stack plates and jugs left on the table beside the cutlery buckets for dish washer team
- Wipe tables using dish cloth and cleaning spray (*located on white shelves in dishwashing room*)
- Make sure the tables are completely dry before they are stacked away
- Vacuum all of the dining room using the central vacuum system (*note: can only use one plug outlet at a time*)
- See kitchen staff for instructions on cleaning up liquid spills
- Can leave tables up until last day if you want
- Used tea towels and dishcloths are to be put in laundry basket located by bread rack in kitchen

COOKS DISHES

Adults must wash cooks dishes

- Three people to report to kitchen after each meal
- Everyone must wash their hands and have covered shoes on before entering the kitchen
- If needed fill the sink with hot water & detergent from the pump above the sink (*only push the button once to release detergent*)
- 1 person rinses all dishes before washing
- 1 person washes dishes with brushes or scourer etc. (*located under the sink*)
- 1 person dries dishes using the tea towels (*located in the linen cupboard*) and put in laundry basket (*located beside the bread rack*) once finished

Please make sure:

- The water is hot
- You change the water as often as necessary
- The dishes are thoroughly dried
- You replace dirty and wet tea towels as needed
- Tea towels are not put anywhere near your nose, mouth, hair or the floor (*or used in any other unhygienic way*)
- You are careful with sharp knives. Do not leave sharp knives unattended in the sink
- You mop up any spilt water with the **yellow** mop and bucket located in the laundry

If you have any questions the kitchen staff are happy to show you.

DISHWASHING

- *Everyone in the kitchen must wear shoes*
- *Everyone must wash their hands before doing these duties*
- Trays for the steriliser are located under the bench beside the dishwasher
- Used tea towels and dish cloths are to be put in the laundry basket (*located beside the bread rack*)
- If steriliser is off, please have kitchen staff switch it on
- The dishwasher is switched off after dinner each night and back on by the morning chef, any supper dishes can be done then
- Stack all plates and bowls in spiked trays, place glasses, mugs and plastic jugs upside down in separate flat trays i.e. glasses in one, mugs in another, place knives/forks/spoons in the cutlery basket with handles down, teaspoons in with the head down. Place cutlery basket into a flat tray
- Place the trays over the sink and rinse off all food remnants using the shower hose. Slide tray into the steriliser and close the lid. It will start automatically after a few seconds
- Wait until the green flashing light stops before lifting the lid (*a standard wash is about 1-2 minutes*) and slide the tray to the right, onto the bench. Be careful, there will be steam coming from the steriliser and the dishes in tray will be hot!
- Check the dishes are clean. If not, put them back into the steriliser and rewash.
- Let the dishes evaporate dry – do not use tea towels except to pat the bottoms of cups and to dry the plastic jugs
- Glasses (*located on the shelves below the bench in the camper's kitchen*), are to remain in the tray
- Mugs (*located on the shelves below the blue cutlery containers*), are to remain in the tray
- Cutlery is put in blue containers in cubby holes in the camper's kitchen
- Jugs are located on shelves under the sink in the camper's kitchen
- Rinse out cutlery buckets, tip food scraps out where directed by kitchen staff, rinse & put back under bench beside steriliser
- Wipe down all benches, leave the dishwasher lid up and if needed, mop the floor using the **yellow** mop and bucket (*located in the laundry*)

BATHROOM CLEANING

Please organise 1 adult and 3 children per bathroom to do this duty

It is our firm recommendation that for hygiene reasons, adults should be responsible for cleaning the toilet bowls. Children can be responsible for mopping floors, cleaning basins and showers – an adult must supervise to make sure it is done properly.

You will need:

- One cleaning tray which includes: gloves, large scrubbing brush (for removing dirt and other marks on the walls), spray bottle with disinfectant, and 2 *cloths* (for use with the spray to clean basins etc.)
- 1 **RED** mop and 1 **RED** bucket of hot water with disinfectant from the pump (*located in the laundry*). Please check with a staff person if you are unsure of how to use it.
Do not mix red mops & buckets with the yellow. Red is for toilets only
- Before starting please make sure you are wearing the gloves provided!

1. Use spray bottle of disinfectant for the toilets. Spray lightly onto the inside and outside of toilets. Use toilet brushes (*next to toilets*) to scrub bowls. Use toilet paper to wipe the seats and outside of bowls, then flush toilet paper away. Do not use cloths for toilet bowls!

2. Spray shower walls with cleaning spray, wipe clean with cloths. If necessary, use the scrubbing brush provided to remove marks.

3. Mop the floor, including behind the toilets and in the shower cubicles.

4. When finished, please return trays, mops and buckets to the laundry. Put dirty cloths and gloves in the bucket marked 'Dirty Cloths and Gloves'.

5. Rinse out mops and buckets in clean water.

CAMPER'S KITCHEN

- Keep the campers kitchen tidy - wipe any spills with the dish cloth provided
- Rinse and flatten empty milk bottles etc. and place in small green recycle bin
- Make up juice as necessary. Instructions are above the sink. Check with kitchen staff if you need help
- Empty basket of used teabags, wipe basket clean as needed
- Keep basket of clean teaspoons stocked
- Put dirty teaspoons in dishwasher basket to be washed
- Wipe out microwave as needed
- Mop liquid spills using the **yellow** mop and bucket (*located in the laundry*)
- Keep fridge/freezer tidy and wipe out as needed
- Advise staff if any food or drink needs restocking
- Empty out and rinse drip trays under all drink machines
- Wipe tops of fridge and all drink machines
- Used tea towels are to be put in laundry basket (*located by the bread rack in main kitchen*)

LOCK UP

This person would ideally be the last person to go to bed at night.

This person will be responsible for checking doors and windows are shut and locked each night.

Areas to check are:

- Main entrance doors, off foyer
- Door at end of passage past laundry by kitchen entrance
- Door at bottom of steps next to cabin 11 if cabins 11-15 are not being used by your group
- Doors and windows leading to the deck off the dining room

Please make sure that the door from the foyer to the cabins are left shut but unlocked at night.

DON'T FORGET



We want your experience of camp to be excellent.

We know the amount of work that goes in to preparing for camp.

Let us help you as much as we can.

If you have any other questions, queries or concerns contact:

Guest services

Email: info@onebigadventure.org.nz

One Big Adventure, Carey Park

397 Henderson Valley Road – Henderson Valley – Auckland – 09 837 0494

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