

# Explanation of Staff Duties

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## **Tent Leader/Assistant TL**

- Be Mother/father/friend/nurse and teacher to the children in your care
- Keep a check on their physical health
- Encourage the children to co-operate with the tasks they are required to do
- Watch for signs of tiredness and homesickness
- Be an example to the children and be with them as much as possible, particularly during activities and meal times
- Encourage them with their orderly work and help them with it
- Listen to the children
- Prepare and lead a Bible based tent chat each evening

## **Medical Officer/Assistant MO**

- To hold a current first aid qualification
- Look after the health needs of the children and staff whilst at camp
- Administer medication to the campers in accordance with parents/doctors instructions at appropriate times during the day
- Treat cuts, bruises, bites, stings etc with appropriate medication/creams
- Advise when campers/staff should visit the local GPs or hospital A&E department
- Treat the symptoms of coughs, colds, tummy upsets etc with appropriate medication

## **Equipment Officer/Assistant EO**

- Ensure that the bell tents remain upright and watertight during windy/wet weather
- Keep the site tidy and hazard free
- Maintain the kitchen equipment – cookers, coppers, water heater, boiler, plumbing
- Ensure a constant supply of cold water
- Ensure a constant supply of electricity (either from the mains or generator) and ensure that all electrical equipment is safe for use
- Assist with the emptying of the campers and staff toilets when required
- Assist with the building of the camp fire
- Assist with the unloading and loading of the equipment lorry at the beginning/end of camp
- To be a general handyman around the camp site

## **Cook/Assistant Cook/Catering**

- Preparation and cooking of all meals, including main meals, desserts, vegetarian options and special meals, 3 times a day plus hot drink at supper time, in a camp kitchen
- Hold a current Food Hygiene Certificate

- **(Catering Officer)** Purchasing of all foodstuffs and other equipment used in the kitchen from the Cash & Carry or local supermarkets etc
- **(Catering Officer)** – to keep simple accounts during camp of all income and expenditure and to handover to the Treasurer at the end of camp

## **Orderly Officer/Assistant OO**

- **Before the meal** – Ensuring that the marquee is prepared for mealtimes by putting out utensils, buckets for waste food, washing up bowls etc.
- Ensure that containers emptied during the meal are removed and left over food is taken out;
- Ensure serving tables are cleaned between courses
- **After the meal** – Ensure unused foodstuff e.g. bread, jams etc are returned to the store, buckets and waste food are cleared away, urns containing hot drinks are emptied and that the marquee is generally left tidy
- Assisting with the orderly washing up
- Keeping a check on jams, butters etc

## **Sports Team**

- Assist the sports organisers in the running of team games, sports competitions and other activities that take place throughout camp
- Referee games

## **Photography**

- To take photographs of the campers in their tent groups
- To take a variety of photographs throughout camp as a records of the activities

## **Working in Shop**

- Serving in the tuck/book shop on a rota basis
- To ensure that the sweets are stored in an appropriate manner to protect them from wasps etc
- Writing down on a card (prepared in advance) the amount the camper/worker spends on sweets/books/merchandise every day
- Ensuring that if a camper has a restriction on the amount they can spend that that limit is not breached

## **Craft**

- To assist with the preparation of the craft tent prior to the activity and to clear away afterwards
- To help the campers with their craft activities

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## **Bank Clerk**

- Take responsibility for the campers' money during camp
- To record on a daily basis on the computer the amount of money each camper spends in the shop and the total remaining at the end of the day
- To ensure that all remaining monies are returned to campers at the end of camp
- To make authorised deductions from the campers' accounts for photographs/CDs etc
- To ensure that if campers have a limit on the amount of spend per day that this is not breached
- To ensure that campers have all money requested on a daily basis
- To ensure that sufficient change is available for outing days and to return to the campers at the end of camp
- To account for all income and expenditure of campers' money at the end of camp and to prepare a report for the treasurer
- To be responsible for the safe keeping of the campers' money at all times

## **Lost Property**

- To be responsible for all lost property at camp
- To ensure that "named" items are returned to their rightful owner
- To ask the campers and staff on a regular basis if any of the lost property belongs to them

## **General Duties**

- Setting up the marquee for bible times and re-setting for a meal afterwards
- Ensuring that there are sufficient supplies of toilet paper and paper towels in the toilets
- Ensuring that the toilet areas are clean and tidy
- Sorting out potatoes for the campers to peel
- Taking the post out to the nearest post box
- Going shopping with the catering officer to the Cash & Carry or local supermarket
- Ensuring that the rubbish on site is collected, disposed of and recycled