



## **Production Assistant**

### **Standard Operating Procedure**

#### **Morning**

##### **Clock-in at the Camp Office**

- Pick-up your walkie-talkie and any keys/keycard needed
- Check-in with Site Director(s) and Administrative Specialist(s) for any announcements, schedule changes or other special instructions for the day

##### **Morning Tasks**

- Check that all signs at entrances and pathways are properly setup
- Check that carline cones and signs are properly setup
- Check that drop-off areas are properly setup
- Distribute lunch bins to the appropriate drop-off areas on campus
- Fill water coolers with ice & water and deliver coolers with cups and trash bags to the predetermined areas
- Setup/move any equipment assigned per site location

##### **Drop-off (Camper Arrival)**

- Be available to help with camper drop-off in whatever ways you are assigned
- Check-in with the camp office regarding any messages, supplies or camper belongings that need to be delivered to the drop-off areas

##### **Late Morning Tasks**

- Pick-up lunch bins from all camps and deliver to storage area/refrigerator
- Prepare and distribute snack for all groups
- Check-in with the camp office regarding any supplies, camper belongings or late lunches that need to be delivered around campus

#### **Midday**

##### **General Tasks**

- Re-fill all water coolers, replenish cups and replace trash bags if necessary
- Check-in with Site Director(s) and Administrative Specialist(s) for any tasks that may be assigned
- Assist with general upkeep and sweep for trash on campus

##### **Lunchtime**

- Make sure lunch area is properly setup, including nut-free areas
- Put out lunch bins for groups as per the scheduled lunch times
- Monitor trashcans and empty as necessary
- Help keep lunch areas clean and wipe down tables between groups
- Collect lunch bins once the groups are finished and return to the storage area

## **Afternoon**

### **Afternoon Tasks**

- Re-fill all water coolers, replenish cups and replace trash bag if necessary
- Check that all signs at entrances and pathways are properly setup
- Check that carline cones and signs are properly setup

### **Pick-up (Camper Dismissal)**

- Be available to help with camper pick-up in whatever ways you are assigned
- Check-in with the camp office regarding any messages, supplies or camper belongings that need to be delivered to the pick-up areas
- Deliver snack to Club OT areas

### **Late Afternoon Tasks**

- Pickup water coolers and return to storage area
- Breakdown/move any equipment assigned per site location
- Help clean up pickup areas
- Ensure storage area is clean and organized

### **Clock out at the Camp Office**

- Return your walkie-talkie and any keys/keycard
- Check-in with Site Director(s) and Administrative Specialist(s) for any instructions for the next day

## **Weekly Tasks**

- Monitor snack and water inventory
- Distribute camp supplies delivered throughout the week to appropriate areas
- Clean lunch bins and water coolers
- Maintain cleanliness and organization of storage areas