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COMMANDANT OF CADETS
DEAN OF STUDENTS

10 August 2020

Memorandum for: Commandant's Staff and Corps of Cadets

Subject: Cadet Waiter SOP

1. **Purpose:** This Standard Operating Procedure (SOP) outlines the policy and procedures for cadet waiters.
2. **Applicability:** This SOP is effective 9 October 2018 and applies to the Corps of Cadets and SODEXO.
3. **Scope:** Thirteen (13) Cadet Waiters will assist SODEXO with serving line operations at each meal during the school year from one day after old cadets not on cadre return to Post, until the last scheduled meal of the school year.
4. **Responsibilities:**
 - a. The Deputy Commandant for Support (DCS) coordinates the administration of this SOP with the Corps and the Dining Facility contractor (SODEXO).
 - b. The DCS will coordinate planning and execution of this SOP with the Chief Financial Officer as required.
 - c. The Regimental Commander through his/her Quartermaster is responsible for the execution of this SOP.
 - d. The Quartermaster will insure (13) cadets are provided for each meal to assist the Dining Facility (DFAC) Staff as directed by the DFAC manager.
 - 1) Cadet waiters are not required for Free Meals except Free SRC Monday through Friday.
 - 2) The same number of cadet waiters are required for Corps BBQ meals as for Corps meals in Bates Hall.
 - e. The DFAC manager will address any changes, modifications, and scheduling with the DCS when a meal will not require cadet servers.
5. **Procedures.**
 - a. The Regimental Commander (RC) will execute the requirements for cadet servers through his/her staff to ensure the Corps leadership executes this SOP.
 - b. The RC, through his/her Quartermaster, will task subordinate units to provide the cadet waiters.
 - c. The detail will form up at Hagerman Sally Port 30 minutes prior to meals and be inspected by the CQ OD or TLA on Duty. The uniform for cadet waiters is the uniform of the day. The summer or winter PT uniform is not authorized for wear at any time.
 - d. The detail will march under the direction of the senior cadet present to Bates Hall.
 - e. The detail will arrive no later than (20) minutes prior to the arrival of cadets for each meal and report to the dining facility manager on duty.

- f. Cadet waiters will inspect and clean the Bates laundromat in conjunction with DRC in accordance with the Laundromat SOP.

Arthur C. Houghtby II
Lieutenant Colonel, USMCR
Interim Commandant of Cadets