

Guidelines for Kitchen Responsibilities

INTRODUCTION

Kitchen Committee is responsible for the inventory, maintenance and upkeep of all kitchen equipment, disposable paper items and normal pantry items that are used regularly in the kitchen.

A. Inventory

- 1) The inventory is kept in the pantry in the back of the Fellowship Hall and that is kept clean by the committee. Regular replacement items are purchased as needed, i.e. knives, cutting boards, pans, cooking utensils, etc.
- 2) Currently, the committee chair does an inventory on Sunday mornings, makes purchases on Monday or Tuesday mornings and does restocking before Wednesday noon, at which time the refrigerators are checked for any food stuff left inside. Unlabeled food items are normally removed and disposed of at that time.
- 3) The chair has a UBC Sam's Club charge card that all items are purchased with tax exempt and charged to the church. The ticket is given to the Financial Secretary for payment and charges back to the Kitchen, Fellowship, or Hospitality Committees.

B. Maintenance

- 1) The kitchen is cleaned at least once a quarter from top to bottom including the ovens and the refrigerators and freezers in the pantry.

C. General Upkeep

- 1) Wednesday night suppers are under the responsibility of another committee and chair but the Kitchen Committee always checks the kitchen to ensure that it's clean and that the inventory items are easily found. The baskets are normally done and set out for the group in charge to put on the tables. There is someone who comes in and prepares the tea – sweetened and unsweetened – and lemonade, and gets the coffee pots ready to plug in – regular and decaf.