

Kitchen Committee Role

Responsibilities and Functions of the Kitchen Committee

Overview

The Kitchen Committee is a dedicated group responsible for overseeing all aspects related to the organization, maintenance, and operation of the kitchen within the community clubhouse.

Key Responsibilities

- **Organization and Stocking:**
Maintain proper inventory of all food, beverages, utensils, paper products, and cleaning supplies, and organize them for easy access.
- **Equipment Maintenance:**
The Kitchen Committee oversees the upkeep and repair of kitchen equipment, ensuring all appliances are in good working order.
- **Health and Safety Compliance:**
Ensuring the kitchen complies with health codes and safety regulations is a critical part of the committee's duties, this is done through regular cleaning.
- **Committee Structure:**
 - The Kitchen Committee is composed of a Lead person and several resident volunteers who divide tasks according to expertise and availability.
 - This Lead is responsible for scheduling and obtaining these volunteers to perform a deep cleaning of the kitchen and pantry area within the clubhouse.
 - This deep cleaning should be done at a minimum of twice per calendar year
 - Beginning and End of the Season (October & April)
- **Budget Management:**
 - The Committee must obtain the Activity Committee debit card for kitchen purchases.
 - The Committee must seek ways to optimize costs without compromising quality to stay within yearly budget. (Obtain budget from Activity Committee member discussions)
 - The Committee must submit receipts to either a card holder or the Activity Committee Treasurer.
 - The Committee expenses are tracked by the Activity Committee Treasurer.
- **Communication:**
 - The kitchen committee serves as a liaison between the Activity Committee and the community residents.
 - Facilitating clear communication regarding needs and schedules.
 - Representing the Kitchen Committee in the Monthly Activity Committee Meetings or providing updates to the Activity Committee Chair prior to.