

JOB DESCRIPTION (KITCHEN TEAM LEADER)

Scope

Accountable to the Board of Directors, this position is responsible for maintaining the kitchen in accordance with Coastal Health requirements as they apply to the Club.

Key Responsibilities and Duties

1. Liaise with Director-at-Large (Social) to maintain communication with Board of Directors.
2. Work with the Treasurer to review the annual budget. Monitor and approve expenditures and revenue. Submit annual budget requirements for new equipment or other non-recurring expenditures.
3. Communicate with the Hospitality Team Leader re: Interclub, Bowls BC, V&D, national or international tournaments. Liaise with other Groups/Directors concerning outside groups using the kitchen. Liaise with event leaders regarding kitchen set up, staffing and clean up for special events.
4. Evaluate kitchen operations on an ongoing basis.
5. Maintain statistics as appropriate, use, # of event, volunteers, etc.
6. Organize a kitchen team to help with various jobs and to review and evaluate the season and propose changes for the following year. Team members would be responsible for the following:
 - basic food shopping - milk/cream, cookies, coffee/tea, paper plates, napkins, ziplock bags, etc.
 - ensuring availability of basic cleaning supplies and dishwasher liquid,
 - train members using the dishwasher; develop procedure to ensure dishes get washed,
 - monitor contents and cleanliness of fridge,
 - ensure tidiness of kitchen and proper location of kitchen content.
7. Report equipment maintenance issues to the House Team Leader.
8. Assist with recruitment and training of a Club member to facilitate future leadership in this position

Target dates

1. Kitchen operations take place all year.

September 2019