
Kitchen Committee

Scope: Monitor the use, sanitary condition, and supplies of the kitchen.

Purpose:

The Kitchen Committee shall monitor the kitchen in order to maintain an adequate inventory of supplies and equipment. To keep the kitchen in an orderly and sanitary condition. To post rules and monitor compliance with kitchen and food service policies.

Membership:

This committee shall consist of six members nominated by the Nominating Committee and elected by the church for three-year terms which begin in January annually. Ex-officio members of the committee are a Pastoral staff liaison assigned by the Lead Pastor and a Deacon liaison assigned by the Deacon chair.

Relationships:

The committee assists the church, within the realm of the committee purpose, in fulfilling the church's Mission: To proclaim the Gospel of Jesus Christ and to minister to the needs of our congregation, the community, and the world through the leadership of the Holy Spirit. This committee shall utilize the five Biblical Functions of Worship, Fellowship, Discipleship, Ministry, and Evangelism in meeting the committee's purpose and duties and in communicating, collaborating, coordinating, and cooperating with others. The Committee Chair serves as a member of the Church Council.

Duties:

1. Committee elects officers at the beginning of the church year. Existing members orient the new members by explaining the purpose, responsibilities, and challenges of the committee.
2. Submit an annual budget to the Budget & Finance Committee when requested.
3. Keep equipment in working condition.
4. Purchase equipment when necessary and when within budgeted amounts.
5. Inspect the kitchen weekly, conduct light cleaning and ensure that supplies/equipment are ready for use.
6. Provide all-inclusive cleaning of appliances, cooking utensils, etc. approximately twice yearly or more often as needed.
7. Order supplies as needed for church-wide functions.
8. Update seasonal decorations and maintain an adequate inventory of table coverings and centerpieces.
9. Meet as often as needed to accomplish the committee's purpose.

10. Invite assigned Pastoral staff and Deacon liaisons to committee meetings and provide a copy of meeting minutes.