

Kitchen Committee Chairman

Under the guidance of the WSC executive team, the Kitchen Committee Chairman is responsible for managing and coordinating the food service activities of the club, including committee members, volunteers, and members at large who wish to use the kitchen.

Administrative Duties (4 hours per month):

- Participate in General Club and Executive Board Meetings reporting on Kitchen activities, managing the Kitchen budget, and supporting the club's best interests. Attend ad-hoc meetings as appropriate.
- Manage kitchen access via lock combinations.
- Assure timely kitchen maintenance of ranges, refrigerators, ducts, grease traps, etc.
- Manage kitchen assets and recommend replacements/upgrades as needed.
- Assure proper licensing/certification as required.
- Collect and deliver expense receipts to the club Treasurer.
- Collect and deliver kitchen donations to the club treasurer.

Safety Management (2-8 hours per year):

- Assure that one or more Kitchen Committee members are currently ServeSafe® certified. The chairman should have current certification. Certification is required by the Westford Board of Health (BOH). This a food service certification requiring an 8 hour course plus exam every four years.
- Assure allergen and choking hazard awareness.
- Assure that no expired foods exist in the kitchen and that stored foods are dated.
- Assure that all kitchen practices comply with ServeSafe® requirements.
- Assist the Westford BOH with inspections and compliance.

Inventory Management (3 hours per month):

- Complete a monthly inventory (usually during the general meeting).
- Maintain inventory levels (usually 1 shopping trip per month).
- Rotate stock properly (FIFO... first in, first out)

Food Service at the Club General Meeting (3-6 hours per month):

- Determine menu, procure materials, prepare foods (sometimes before the meeting), serve foods, complete kitchen cleanup/sanitation, and replenish stock.

Food Service at Club Sponsored Activities (8-12 hours per event):

- Provide food services for club activities like the Annual Fishing derby, Annual Open House, and other events (such as Archery Shoots, etc.). This often requires 3+ volunteers assisting the chairman. Determine menu, procure materials, prepare foods (sometimes before the meeting), serve food, kitchen cleanup/sanitation, and replenish stock.

Food Service at Member Specific Kitchen Events (1-4 hours per event):

- Assist individual club members who have an event that will use the kitchen.
- Review the event request at the eBoard for completeness and accuracy.
- Meet with the member/caterer for a kitchen orientation (if needed).
- Assign a temporary kitchen access code for the event.
- Deliver a copy of the Kitchen Event Checklist to the member who must clean the kitchen as required, replenish as needed, complete and sign the checklist.
- Inspect the kitchen after the event, review the completed checklist, complete any cleanup and replenishments not done, and send an email to the Treasurer (cc the other elected officers and the club member) about the inspection. If the kitchen was properly cleaned/replenished a deposit will be returned to the club member.