

Kitchen Team Duties

Team comprised up of five volunteers:

Group Leader, Purchaser, Food Sorter, Pantry Room/Freezer Inventory Manager, Calendar Manager.

Group Leader

1. Coordinates all Kitchen Team members and their duties
2. Reports to the Board

Purchaser

1. Buys and delivers food on a weekly basis, storing in pantry, freezer and/or refrigerator

Food Sorter

1. Sorts and labels food for each meal for cooks to prepare
2. Puts items in appropriate storage place (pantry, refrigerator, freezer), leaving instructions for cooks

Pantry Room/Freezer Inventory Manager

1. Labels and stores food donations as they arrive
2. Keeps freezer inventory current
3. Reviews pantry items for expired items and disposes of same

Calendar Manager

1. Completes calendar with menus, cooks and ServSafe managers on computer monthly
2. Emails calendar to appropriate parties
3. Posts monthly calendar in Kitchen