



JOB DESCRIPTION

KITCHEN COMMITTEE CHAIRPERSON

The Kitchen Committee Chairperson is responsible for the organization and execution of services from the kitchen at Curling Club events where kitchen services are required. The Chairperson may or may not be a member of the Board of Directors, and if not, reports functionally to the President. The Chairperson:

- Is a member in good standing of the Berwick Curling Club
- Works with the following people, once events are approved, to ensure that required services from the kitchen are clearly understood and organized:
 - i. Bonspiel Committee Chairperson...to ensure that required kitchen services are understood and mutually agreed upon prior to the bonspiel starting.
 - ii. Social Committee Chairperson...to ensure that required kitchen services are understood and mutually agreed upon prior to any social event starting.
 - iii. Rentals Committee Chairperson...to ensure that required kitchen services are understood and mutually agreed upon prior to any club rental starting.
 - iv. Any other members or Committee Chairs as may be appropriate, depending on the event.
- Once an event is approved, and required kitchen services are understood and agreed upon, the Kitchen Committee Chairperson:
 - Ensures that the necessary volunteer help is secured, either through sign-up or by asking for volunteers.
 - Ensures that necessary supplies, such as food or consumables, are acquired in advance of the event.
 - Ensures that the agreed upon services are executed for the event.
 - Ensures that the kitchen is cleaned up and put back in normal state after the event is concluded.
- Seeks out additional members as deemed appropriate from the Curling Club to sit on the Kitchen Committee and leads this Committee to ensure that all above tasks are accomplished either by the chairperson or committee members.