

## Unitarian Universalist Fellowship of Newark, Inc. (UUFN)

### Kitchen Team Job Description

The Kitchen Team only requires one person but should include at least two people (at least one trainee and one backup). However, it needs the continuity of one person organizing things, because so many different groups use the kitchen including outside groups.

The Kitchen Team DOES NOT have the authority to pay for major appliance replacement, repair or maintenance (This is budgeted under Property Team). The Kitchen Team should have input about the equipment since they use it. In the past, fundraisers were used to update the kitchen.

#### Responsibilities

The Kitchen Chair is responsible for instructing the Office Administrator to purchase paper supplies, operational supplies, cleaning supplies, food storage containers, cooking supplies, labels for food and small appliances as needed, for use by the UUFN (including Hospitality Team, and special events). We try to keep a green kitchen and use supplies that are biodegradable, however some supplies are donated to us by others. We collect them and either take them to Hope Dining Room or recycle them.

The Kitchen Team is responsible for cleaning and organization of the kitchen. These chores include putting away dishes, washing any dishes left in the sink, keeping the counters and sink sanitized, and floors swept. Cleaning out the freezer and the refrigerator, throwing away expired items or items that have gone bad. (If you throw away something that has gone bad, you have to notify that group (if it is labeled), so they can replace it. The Kitchen Team is not responsible for cleaning up after group events. The Kitchen Chair is responsible for scheduling a deep cleaning project every year or so (depending on the need). Cabinets should be cleaned, floors scrubbed with electric scrubber. The Kitchen Team organizes this, but the supplies used are covered by Property Team, since it is considered maintenance for the building.

The Kitchen Chair needs to keep an eye on upcoming events on the calendar, and make sure the sponsoring group has everything they need. (people have a tendency to wait until the last minute to ask for supplies.) Most groups assume that the kitchen will be ready for them.

The Kitchen Team is responsible for working with Fellowship, Hospitality, Bistro, Hope Dining Room, Code Purple, and any yearly event such as the Service Auction, the Chili Cook-off, the Christmas Party, Pot Luck Dinners, Women's Retreat and others.

The Office Administrator schedules and coordinates an inspection of the kitchen by the Health Department every two years. The Kitchen Chair is responsible for posting the most recent inspection certificate.

It is highly recommended that the Kitchen Chair take a kitchen safety course, but it is not required.

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The Kitchen Chair is responsible for keeping available in the kitchen an updated booklet on use and maintenance of the kitchen and appliances.

The Kitchen Chair also is responsible for teaching others to run the dishwasher, make coffee and use the oven and stove.

The Kitchen Team Chair should also:

- Submit an annual budget request to the UUFN Finance Committee or Treasurer;
- As soon as practicable after learning of unbudgeted financial needs for the Team, inform the Board; and
- Prepare a written report for distribution at the Annual Congregational meeting.

Date	Action
6/8/2022	N. Plummer provided draft
6/8/2022	G. Schmiesing reformatted & edited
6/29/2022	J. Ramberg added the 3 bullet points at the end
7/23/2022	Finalized by deleting reference to chair purchasing supplies