

DIRECTOR OF MEALS

JOB DESCRIPTION

1. The Director of Meals has overall responsibility for all kitchen and meal operations including recruiting organizers and sponsors, monthly reports to the club board and membership, kitchen readiness and meals scheduling, preparation, delivery, and entertainment.
2. The Meals Director, at their option, may recruit and work directly with a Kitchen Assistant and a Kitchen Recruiter. The Kitchen Assistant oversees the kitchen and coordinates directly with organizers to provide guidance as needed on kitchen operations, procuring and storing supplies, and the use or discarding of left overs. The Kitchen Recruiter is responsible to recruit organizers and sponsors for all meals, coordinate advertising of meals, and the maintenance and posting of the season meals calendar.
3. Works with the Kitchen Recruiter to prepare the season meals calendar, making a concerted effort not to schedule similar meals back to back. Works with the board to obtain timely approval of the meals calendar.
4. Works closely with the Directors of Bar, Indoor Activities, and Outdoor Activities and chairpersons of special events/activities to coordinate meals and eliminate duplication and any conflict of effort.
5. Keeps the Club Manager and board apprised of added meals to the seasonal calendar (last minute meals added during the present season). As noted by the Kitchen Recruiter.
6. Works with the Kitchen Assistant and Recruiter to maximize the ticket sales and to help organizers keep within the budget.
7. Makes recommendations to the Board on work or supplies needed to maintain or improve kitchen readiness after conferring with the Kitchen Assistant. Works closely with the Director of Maintenance/Construction.
8. The Director, or a delegate, is responsible for announcing, at meals, names of sponsors, organizers and workers.
9. Attends monthly Board meetings (November-April) and other meetings assigned.
10. Provides a written report of the previous month's activities for each board meeting and for submission to the Club Secretary, obtaining information from the Kitchen Assistant and Treasurer.
11. Writes a summary of activities for the monthly club newsletter.
12. Prepares and presents a year-end report for the membership at the Annual Meeting.
13. Accepts other duties as assigned.

Revised Jan 6, 2020

KITCHEN ASSISTANT & KITCHEN RECRUITER

JOB DESCRIPTIONS

1. Both the Kitchen Assistant & the Kitchen Recruiter work under the auspices of the Director of Meals and report directly to the Director.
2. The Kitchen Assistant oversees the kitchen, coordinating directly with organizers to provide guidance as needed on kitchen operations, procuring and storing supplies, and the use or discarding of left overs.
3. The Kitchen Assistant is responsible to work with club management and organizers to ensure the kitchen is kept clean and orderly and is in a state of readiness for meals preparation.
4. The Kitchen Assistant is responsible to provide total monthly meal information to the Director of Meals for the monthly report.
5. The Kitchen Assistant confers with the Director of Meals about the needs of the kitchen including any needed replacement equipment or new items, and coordinates with club management to procure any needed bulk or on-hand meals material such as sugar, flour, or spices.
6. The Kitchen Recruiter is responsible to recruit organizers and sponsors for all meals. The Kitchen Recruiter coordinates with the Director of Meals to prepare the meals calendar for each season. Once the meals calendar is approved, the Kitchen Recruiter is responsible to maintain and post the calendar providing current information on each meal including date, meal title, organizers, and sponsors.
7. The Kitchen Recruiter, or a delegate, is responsible for flyers and advertising and getting information to KBnetNews for posting and to the person in charge of morning announcements
8. If an organizer desires to have entertainment and needs assistance in finding such entertainment, the Kitchen Recruiter will help them arrange entertainment for their dinner.
9. The Kitchen Recruiter reports to the Meals Director any open meal organizer or sponsorship slots, or any changes in the season's meals.

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