

Kitchen Coordinator CAR Document

Approved 2014-03-13

Charge

The Kitchen Coordinator is charged with promoting food safety, organization, and easy access in the church kitchen of the Unitarian Universalist Church of the North Hills (UUCNH).

Authority

The Kitchen Coordinator is self-directed and has the authority to manage the kitchen functions in cooperation with the Coffee Hour Coordinator, the Facilities Use Committee, the Decorating and Universal Design Committee, and Buildings & Grounds as needed.

Responsibilities

- 1) Develop and maintain a Master List of activities, duties, timelines, tasks, formats, etc., for which the Kitchen Coordinator is specifically responsible.
- 2) Maintain a relationship with and provide a monthly update to the coordinator's Board Liaison.
- 3) Develop and submit a proposed budget for the coordinator as part of the annual church budgeting process.
- 4) Submit a report on the coordinator's activities for inclusion in the UUCNH annual report to the congregation.