

The **Kitchen director** shall:

1. serve on the executive committee.
2. be responsible for all matters pertaining to the operation and proper functioning of the Kitchen.
3. oversee the proper maintenance of the kitchen in regards to standard practices, cleanliness, and stock, to include all food items and paper products.

Cleaning duties shall include:

outside and inside of refrigerator(s), microwave(s), kitchen cupboards, cabinets;

clean & disinfect sinks, counter tops, back wall tiles and coffee counter area;

empty, wash, and disinfect the trash can;

clean dishwasher;

wipe down door.

Gas stove cleaning includes—remove stove elements and degrease and clean all interior ledges, degrease and clean back ledges of grill area, clean out grease cups and container with soap and water, clean oven with oven cleaner when necessary and check pull-out trays for food droppings, remove and wash all temperature knobs and wipe exterior of stove front.

4. Work in conjunction with the Activity Director.
5. Familiarize kitchen volunteers with Board approved report forms for the purpose of promoting sound and transparent practices.
6. Prepare a report for the Annual Meeting: a preliminary presentation of this report will be made to the Board at the regular August meeting.
7. Oversee the delivery of Food Safe Courses and Food Safe practices.