

THE KITCHEN COMMITTEE

As set out in the Tairua Golf and Country Club Constitution 11.

Every sub-committee may include a member of the Board and shall elect a Chairperson from its membership.

(ii) Each sub-committee is required to submit a report of its activities quarterly or as requested by the Board.

(iii) Every sub-committee shall operate within the rules, and delegated powers in accord with the Constitution and By-Laws.

ROLE OF THE KITCHEN COMMITTEE.

- * To cater for tournaments and other events organised by the Men's and Ladies' golf captains.
- * To provide bar food for Thursday and Saturday and other club events.
- * To plan and co-ordinate a yearly plan of club social events requiring catering and designed to encourage the maximum participation and enjoyment by club members and visitors.
- * To organise rosters of volunteers for kitchen duties for all events as agreed with the House committee.
- * To liaise and communicate with the Board, club manager and other committees of the club.

KITCHEN COMMITTEE RESPONSIBILITIES

Chaired by the Kitchen Convenor and including catering team leaders and other Board and co-opted members possessing the appropriate skills set.

RESPONSIBILITIES

1. The planning, organisation and catering for tournaments and social events.

- * Booking of dates in the club calendar and recording in the club diary.
- * Taking bookings and fees and planning menus in conjunction with the event organiser.
- * Organising publicity in conjunction with the publicity convenor and PR manager.
- * Ordering, purchasing and preparation of all food.
- * Running the food related elements of the event.
- * Cleaning up the kitchen and dishes after the event.

2. The organisation of Thursday/Saturday bar food, Tuesday Coffee Club and Friday Happy Hour and Club Match Days.

- * Organisation of a kitchen roster for match days.
- * Purchase of necessary catering items.
- * Food preparation, service and clean up.
- * Collecting payment for food served.
- * Ensuring all health and safety procedures are followed and the checklist completed after kitchen use.
- * Maintaining general cleanliness of the kitchen.

3. Managing kitchen book keeping

- * Ensuring kitchen expenditure is in line with that agreed by the club manager, finance committee or event organiser.
- * Ensuring precise accounting and recording methods are used to ensure profits are made for the benefit of the club. Filing dockets and keeping records of income, expenditure, and profits.
- * Liaising with the club manager regarding expenses, costs, charges, and profits.

4. Liaison and communication

- * With the Publicity Sub-Committee in terms of newsletters, reports, and posters.
- * With the PR Manager re bookings, bar duty staff, keys and security, food orders and deliveries.
- * With the House Committee re maintenance of club rooms and kitchen, purchases of equipment etc.
- * With the Board and club members to keep them informed of developments and events related to the kitchen.

By-Law as passed by the Board on

Signed by