

Lutheran Church of the Resurrection

Kitchen Lead Roles & Responsibilities

1. This lead reports to the Building & Grounds Lead from a church organization perspective.
2. Review and approve all kitchen use requests. Make sure all signed paperwork is turned into the church office. The Church office will schedule kitchen use to ensure there is no conflicts with other events and will communicate as appropriate to the Church Kitchen Lead. Church events should take priority over member or non-member events.
3. Complete random, unannounced inspections of kitchen use events to ensure policy is being followed. This is at the discretion of the Church Kitchen Lead for how often this is done. Larger events with new event leads may be considered a priority for an inspection.
4. Work with any event leads on damages/replacements/missing equipment. To ensure all parties are treated equally and fairly and the church is recovered appropriately for any reasonable costs.
5. Work with Building & Grounds Committee for the following:
 - a. Report any repairs/replacements needed. Work with Building & Grounds lead to schedule replacements as budget permits. Larger/long-term needs should be included in the Building & Grounds 5 year plans.
 - b. Routine tasks (as needed): Sweeping or vacuuming will be completed by the Custodian staff.
 - c. Oversee a team of volunteers to complete needed monthly Deep Cleaning:
 - Wash floors
 - Clean sinks & surfaces
 - Clean refrigerator/ freezer (as needed)
 - Light cleaning of stove
 - Schedule every deep cleaning of the stove every 6 months.