

HOSPITALITY SERVICE TEAM

PURPOSE OF THE SERVICE TEAM:

To establish policies for all matters related to the food services operation of the church.

DUTIES OF THE SERVICE TEAM:

1. To establish and post needed policies for use of kitchen facilities:
2. When the use of the kitchen staff is required
3. In the absence of the kitchen staff
4. To provide written policies for the kitchen staff.
5. To review and evaluate the food services operations in light of church program needs, budget, efficiency of operation, prices of meals, etc.
6. To take inventory of equipment, dishes, serving pieces, etc., and make recommendations as to specific needs.
7. To review all kitchen procedures such as food purchasing, food preparation, storage, disposition and cleaning processes and to establish food-handling procedures to assure proper compliance with the city board of health.
8. To receive and serve food and clean up at church functions, receptions, fellowships, and church picnics.
9. Provide or arrange for appropriate decorations for church social functions.
10. Enlist adequate number of volunteers to help serve and clean up after large functions.
11. To be available to advise people requesting use of kitchen facilities upon referral from the church office.

ORGANIZATION OF THE COMMITTEE:

The organization of the service team shall be as outlined in the General Service Team Policies.

STAFF COORDINATOR: Pastor of Administration & Music

(March, 2003)