

# **KITCHEN GROUPS**

## **Purpose:**

Our purpose in having kitchen group is to provide a practical way for us to get help when we are preparing for larger church gathering or events. Kitchen groups are a natural way to connect people into the practical aspects of life in our church.

## **Expectations:**

Each kitchen group is made up of 12 – 15 families that we will call on a couple of times a year to assist in the practical workings of church events. The duties may include set up, take down, and kitchen clean up.

When we need to plan for an event, groups will be contacted by email and bulletin announcements at least 2 weeks in advance of an event. In the case, of an event that is last minute or immediate (i.e. a funeral) we may contact all groups by email for assistance. Under some circumstances, we may ask for confirmation of whether you are able to assist to ensure that we have enough hands to help.

At the beginning of every year the groups will be adjusted to accommodate families who have joined us or who have moved away. We realize that there may be some people in a group who are limited or unable to assist because of health concerns. This is why we work together as a church family.

## **Kitchen Co-ordinator:**

There will be someone available to help with the process of how things are taken care of in the kitchen for each event. For example, how to run the dishwasher, how to sort recycling, organics and garbage, and where to find kitchen supplies.

Kitchen groups will not have to be responsible for purchasing supplies, such as plates, cups, cutlery, juice, coffee. Those things will be taken care of by the kitchen coordinator. The group will be notified who is giving oversight to the event they are being asked to assist with.

## **Groups will be assigned one of the following duties on a rotational basis:**

### **Set Up Duties:**

- Setting up of tables and chairs found in the quiet room.
- Preparing serving tables

### **Serving Crew:**

- Preparing coffee & juice for the event, if not already made by the coffee coordinators for that day.
- Organizing the food table: ensuring there are serving utensils available, swapping out dishes once empty.
- Making sure there are enough condiments (ketchup, mustard, relish) and supplies (plates, napkins & cups) available.

### **Clean Up Crew:**

- Wiping Tables and chairs down
- Putting tables and chairs away in the quiet room.
- Sweeping or vacuuming the floor depending on what room has been utilized, including the kitchen.
- Dishes washed and put away
- Counters cleared and wiped
- Garbages, Recycling, and Organics bins emptied into outdoor bins.