

GUIDE FOR KITCHEN STEWARD

(from *Guide for Officers*, Theta Xi Fraternity)

Job Summary:

Directs the operational, financial, and planning function of the chapter's kitchen facilities.

Establishes, develops, and implements policies and objectives to comply with state health codes and standards.

Communicates with the kitchen staff and Resident Advisor, as necessary, regarding operations, ordering of food, special events, etc.

Job Responsibilities:

- Provides guidance and direction to committee members in setting policies, goals, and objectives that directly support those of the chapter and the State Health codes and requirements.
- Analyzes and establishes the personnel needs of the kitchen. Directs the kitchen staff, the daily operations of the chapter's food service, and approves the development of menus and introduces new products into menus.
- Administers financial control and accountability for all food services including purchasing, preparing, serving and waste disposal of food, and purchasing and maintenance of food service equipment.
- Controls the maintenance of food service facilities and equipment.
- Reviews, on a quarterly basis, the service received by the designated food company.
- Controls quality and maintains cost effectiveness. Authorizes payment for food/supplies ordered. Schedules, conducts and supervises the maintenance of inventory records.
- Researches and recommends plans for future operational needs relative to the layout and improvement of existing facilities. Coordinates the activities of the food services with other chapter functions.
- Makes recommendations to budget committee regarding salary improvements for kitchen support staff. Submits budget requests to the treasurer prior to the beginning of each term. Assists in the administration of an effective budget control program.
- Performs other responsibilities as assigned by the president and/or vice president.