

**Harmony Riders Association**  
**PO Box 527**  
**104 Shetler Road**  
**Parish, NY 13131**

**Kitchen Committee Policy**

Revised 11/15/13

**Kitchen Committee:**

Harmony Riders Association will have a committee to oversee the various duties of kitchen management both for member's activities throughout the year and during shows and special events. The kitchen committee will be voluntary and appointed at the November regular Harmony meeting for the following year. Any member volunteering for the committee will make it known at that time. In the absence of volunteers, the President shall appoint a committee. Committee will designate one person to be Chairperson. The Chairperson will be provided a list of names and phone numbers of all committee members at that time.

**Chairperson:**

Chairperson is responsible to organize the meetings needed to plan kitchen functions throughout the year. These would include, but not be limited to, work sessions and special events. The Chairperson is responsible to organize the yearly opening and closing of the kitchen to include recording all beginning and ending inventories. The Chairperson is responsible to report the financial and committee activities at the regular club meetings. The report should be in writing, turned in to the secretary, and include the financial accounting form (page 3 of this policy). If the Chairperson is not able to attend a meeting, they should designate another committee member to report or leave a "no report" word with the President. At the October meeting, pending a change of committee chairperson, it is the responsibility of the outgoing chairperson to turn over all records and documents of the previous year pertaining to that committee.

- Holds one club debit card and is responsible for usage as allowed per this policy.

**General Committee Duties:**

1. Have a working knowledge of current Health Dept regulations and ensure all filings and testings are done timely.
2. Work with finance committee to create/obtain budget – approved each November at the annual meeting.
3. Maintain all financial records (forms, receipts, etc.) pertaining to kitchen activities.
4. Ensure state sales tax is filed quarterly.
5. Opening duties: This may coincide with the first work session.
  - a. Inventory of supplies. All supplies should be inventoried and a list of supplies needed for the upcoming season should be made.
  - b. Check equipment and appliances. Check all for condition and working order. Any repair or replacement should be brought to the next available club meeting for approval.
  - c. Check condition of facility. Any facility repairs needed should be coordinated in cooperation with building and grounds committee.
6. Organize food for work sessions.

7. Organize food and the running of the kitchen during special events.
  - a. Get dates from respective committees for all special events.
  - b. Plan menu, set price list, shop (must inform Treasurer to ensure funds are available) for food/supplies.
  - c. Plan for cooking, serving and clean up.
  - d. Coordinate any special dinners, barbeque, etc. with committees to maximize advertising and attendance.
8. Work with Banquet Committee as needed to assist in the organization of food for the year end banquet.
9. Closing duties: This may coincide with the club's closing work session.
  - a. Inventory of supplies.
  - b. Clean/winterize equipment and appliances.

The actual working of events should not be limited to committee members, but should include volunteers from the general membership.

Start up money is turned over by the Treasurer at the beginning of the event and the amount should be verified by a committee member at that time. Upon completion of the show, a committee member is responsible to verify with the Treasurer monies turned back over to the Treasurer.

- No one under the age of 21 will be allowed to handle money at any time without direct adult supervision.
- No one under the age of 21 will be allowed to cook or use any kitchen equipment.

All Kitchen Committee members are representatives of Harmony Riders Association and should conduct themselves accordingly. At no time should a committee member send any person correspondence in the name of Harmony Riders without the consent of the Board of Directors.

### **Club Members:**

Except during special events, Permanent club members may use the kitchen facilities. Any equipment used must be cleaned and placed back in its proper location.

Any food items owned by members that are kept in club refrigerators must be removed by Wednesday prior to any special event. It is the responsibility of the member to know these dates if using a refrigerator.

Any area with locked supplies (cupboards, closets, appliances, etc.) is not for general member use and should not be tampered with. The grill and fryer are reserved for Special Event use ONLY. No personal member use allowed.

Club members who volunteer to work during a show are entitled to pre-arranged food and drink per activity. Limitations may apply. In the event a working club member can't leave their assigned area, they may send a runner with a food request, allowing reasonable time for it to be prepared.

All Ground Rules and Special Event Rules apply.