

ASSOCIATION OF EDGEWATER LANDING OWNERS, INC.
KITCHEN COMMITTEE
POLICIES AND PROCEDURES

PURPOSE: To keep the kitchen stocked with appropriate supplies that will likely be needed for any/all Association activities.

COMMITTEE STRUCTURE: The President of the Board of Directors will appoint a Kitchen Committee Chairperson each year. The Chairperson may select additional committee members as necessary or desired.

REPORTING: The Chairperson shall report to the Board of Directors as needed to maintain appropriate kitchen supplies (typically to approve funding beyond the limits of the HOA Activities Fund P&P for purchase of supplies).

PROCEDURE: The Kitchen Committee shall:

1. Maintain a list of supplies that should be available in the kitchen at all times. A copy of this list should be available in the kitchen.
2. Inventory supplies at least monthly, more often if needed following Association events, against the list of supplies that should be available.
3. Purchase replenishment supplies as needed. Funding for replenishment purchases shall be in accordance with the HOA Activities Fund Policies & Procedures.
4. Furnish a list of available supplies to Event Coordinators or Activity Leaders when requested.
5. When an order is received for supplies from an Event Coordinator or Activity Leader, ensure the supplies are available. The ordered supplies will be placed on the kitchen counter the day before the scheduled event.
6. Make available, on request, coffee pot, microwave, stove, refrigerator and other supplies, if available, to residents who rent the Multi-Purpose Room for private functions.
7. Make coffee supplies available for Association functions.
8. Check that the kitchen is left in clean and orderly condition following each use.
9. **NO SUPPLIES ARE TO BE REMOVED FROM THE KITCHEN WITHOUT APPROVAL OF THE KITCHEN COMMITTEE CHAIRPERSON.**