

16-2: Responsibility for BCUC Main Kitchen Facilities

1. Responsibility Centre: United Church Women (UCW) and Property Management Committee

2. Rationale or Purpose

This policy is intended to clarify the responsibilities of various parties with respect to the BCUC kitchen facilities.

3. Policy Statement

The management of the kitchen is a joint arrangement between the UCW and the Property Management Committee.

4. Scope

This policy applies to the UCW and to the Property Management Committee.

5. Procedures

Communication between the UCW and the Property Management Committee is maintained through a UCW representative on the Property Management Committee. She is responsible for attending the Committee meetings, and consulting regularly on matters which affect both the UCW and the Property Management Committee.

6. Roles/Responsibilities

The UCW is responsible for the following aspects with regard to the management of the BCUC kitchen:

- To inventory all items once a year.
- To do a major clean-up of cupboards, stoves, ovens, fridges, freezer and other items once a year.
- To check each month the general cleanliness of the kitchen and its appliances, and to discard items in the refrigerator which are a health hazard and/or un-labeled.

The Property Management Committee is responsible for the following aspects with regard to the management of the BCUC kitchen:

- To budget for the purchase and replacement of equipment in a timely manner.
- To provide cleaning supplies for the kitchen
- To provide for the general maintenance and upkeep of the physical kitchen facilities on a day-to-day basis.

Responsibility for the review and update of this policy rests with the UCW, in consultation with the Property Management Committee.

7. Definitions**8. References**

- a) BCUC Handbook: "In BCUC, the management of the kitchen is a joint arrangement between the United Church Women and Property Management."
- b) BCUC Handbook: "Property Management Committee...maintains the Church building, grounds and other Church facilities in good condition through... assessing and administering repair and upkeep requirements."

9. Approval authority: Church Board**10. Reviewed:** UCW: August 14, 2014**Approved:** Church Board: September 17, 2014**Replaces:** October, 2008