



WINGS Kitchen and Pantry Coordinator Responsibilities

The Ladies' Kitchen and Pantry Coordinator is part of the WINGS (Women IN God's Service) ministry at NorthWest Church of Christ.

The Ladies' Kitchen and Pantry Coordinator's responsibilities:

1. Manage and maintain the NorthWest Church of Christ kitchen and pantry
2. Inventory serving and cooking utensil items periodically and replace items needed
3. Locate missing items if possible
4. Wash and returned dish towels that have been used and not laundered
5. Return items that have been left out to their proper location
6. Clean counter tops and sinks when needed
7. Clean out the refrigerator of outdated, spoiled or unneeded foods
8. Remove outdated, spoiled or unneeded foods from the pantry
9. Replenish consumable supplies or notify the office staff that additional supplies are needed
10. Monitor and maintain the Kitchen and Pantry Expense Budget