

<b>Food Services</b>			
<b>Source:</b> Staff	<b>Authority:</b> Standing Committee on Congregational Life	<b>Original Approval Date:</b> Jun. 2006  <b>Last Review Date:</b> -	<b>Next Review Date:</b> Feb. 2012
<b>Purpose of Policy:</b>  To provide guidelines for church activities at which food is prepared and/or served, including its solicitation, preparation and safe handling, as well as the recruitment of food service volunteers.			
<b>Theological Rationale:</b>  Food is an important component of the congregation's life and work. Food enhances fellowship among members and adherents of the church family. It is a key element of the church's ministries of hospitality and food is often a feature of the church's fundraising activities. As good hosts, leaders of the congregation and its organizations are resolved to employ the best practices for safe handling of all foodstuffs. As a community committed to justice, the congregation is committed to the fair treatment of all who donate food and who volunteer to work at events where food is served.			

**1.0 Food Services Coordinator**

- 1.1 The Food Services Coordinator is the member of the church's staff team responsible for supporting and overseeing food services ministries and activities of the congregation and its organizations. She/he works under the supervision of the Church Administrator, reports to the Council of the United Church Women and is accountable to the Standing Committee for Ministry and Personnel.
- 1.2 The Food Services Coordinator oversees the food service component of all congregational events by providing either coordination or support. She/he handles requests for catering in the church building, administers the recruitment of food and volunteers, and oversees the maintenance of the main kitchen and kitchenettes in the church building.
- 1.3 The Food Services Coordinator is responsible to ensure that all legislated and best-practice requirements for all food preparation, storage and handling in the church building are met.
- 1.4 The duties and other terms of reference for the Food Services Coordinator are specified in the approved Job Description.

**2.0 Food Service Event Planning**

- 2.1 The Food Services Coordinator is normally notified of any event in the church building at which food will be prepared and/or served. In the case of ongoing food service activities, she/he will participate in the original planning and then will be consulted if any significant change is made to the food service arrangements.

The organizers of the events at which food is prepared and/or served may choose whether to employ the Food Services Coordinator to coordinate food services at the event or to support the organizers. If the latter, the organizers are required to designate a volunteer 'food coordinator' for the event. That volunteer will meet with the Food Services Coordinator to learn the requirements for food handling and will ensure that all requirements for food handling are met during the event.

- 2.2 If the organizers of an event choose to employ an outside caterer, they are required to ensure that the caterer is competent to meet all regulations. The caterer will certify that he/she has adequate liability insurance for the service provided. The organizers of the event will designate one person, who may be the Food Services Coordinator, to be the congregation's contact person with the caterer.

### **3.0 Safety**

- 3.1 All food will be handled in accordance with public health regulations and the highest standards of health and safety. To that end, the preparation, storage and serving of food at all events in the church building where food is prepared and served will be supervised by the Food Services Coordinator or the designated volunteer 'food coordinator' who has been trained for the role.
- 3.2 Any 'hazardous' food, including all meat and dairy products, served at Eastminster United Church that is not prepared in the building must be prepared in a kitchen which has been approved by the Public Health Unit and transported safely. The requirement does not apply to baked goods or events, such as pot-luck meals, to which members of an organization may bring food to share with each other.
- 3.2 All china, glassware, cutlery, pots and other articles used in the preparation, storage or serving of food will be cleaned and stored in accordance with health regulations. There will be no exceptions.
- 3.3 Care will be taken in the planning and supervision of all events at which food is prepared or served to ensure the safety of volunteers and those who attend the event. Risks include, but are not limited to, slippery floors, appliances in close proximity with water and tripping hazards in walkways.

### **4.0 Maintenance**

- 4.1 The Food Services Coordinator is responsible to maintain adequate supplies of non-perishable food service staples (coffee, tea, sugar, etc.) and disposable products which are deemed necessary (napkins, cups, etc.).
- 4.2 The Food Services Coordinator is responsible to oversee and, where necessary, provide for the maintenance of the main kitchen, the kitchenettes and all food storage areas. She/he will ensure that all refrigeration appliances are defrosted in accordance with an appropriate maintenance schedule.

### **5.0 Recruitment**

- 5.1 While the congregation depends on the generosity of its members to volunteer time and contribute food or money for food service events, it is the policy of the congregation to ensure fair distribution of that burden and to honour the wishes of those who are unable or unwilling to help in this way. To that end, recruitment of such contributions will be made only in one of three ways:
- Organizers of an event at which food will be prepared and/or served are entitled to recruit donations and/or workers from their own membership without reference to the Food Services Coordinator.
  - Event organizers may post sign-up lists by which members of the congregation may volunteer their participation after consultation with the Church Administrator who will ensure that such solicitation does not conflict with similar requests for congregational support.
  - Organizers may recruit donations and/or workers from the congregation at large. In this case, the recruitment must be done through the Food Services Coordinator who will call for help from the master list of those who have indicated their willingness to be asked for such help. In every case, the request for help will include a description of the event, its purpose and the designation of funds raised by the event, if any.

If organizers of an event prefer to do their own calling for donations and/or volunteers, they may only call those designated by the Food Services Coordinator and report to her/him the outcome of all calls.

- 5.2 The Food Services Coordinator will maintain a master list of everyone who is willing to be asked to donate food to, and/or work at, an event. To assist with calling, the Food Services Coordinator may recruit a team of volunteers who will make calls as directed by her/him.
- 5.3 The Food Services Coordinator will ensure that the declared willingness of all donors and workers is recorded, that none is asked too often, and that none is overlooked.

## **6.0 Catering for Funerals and Memorial Services**

- 6.1 As part of its ministry to bereaved families, Eastminster United Church will endeavour to offer opportunities for fellowship and refreshments following funeral and memorial services held in the church building. This service may also be offered to families when a service held elsewhere is for a member or adherent of the congregation and/or officiated by a minister of the congregation.
- 6.2 Responsibility for such receptions will normally belong to the Funeral Reception Committee which is appointed annually by the Eastminster United Church Women's Council. If that committee is not able to provide a reception, the request will be referred to the Food Services Coordinator.
- 6.3 Receptions following funeral and memorial services are a ministry of the congregation for which no fee is charged. Donations may be solicited and are always welcome. All proceeds after expenses from such receptions will be received as income by the United Church Women's Council.

It shall be the duty of the contact person for the Funeral Reception Committee to collect donations and receipts for expenses and then submit them to the Treasurer of the Eastminster United Church Women's Council who will make the deposits and payments.

- 6.4 The Funeral Reception Committee will name one of its members to be its contact person and at least one alternate contact person. The contact person will receive requests for funeral/memorial service receptions, normally from the church's office staff, and will communicate with the bereaved family to determine the details of the request including type of food to be served and approximate number of attendees expected. The Funeral Reception Committee contact person will then make sure that all required church building rooms and facilities are booked.

It shall be the duty of the contact person of the Funeral Reception Committee, or her designated alternate, to arrange for the food in accordance with the Food Services policy of Eastminster United Church, to recruit adequate serving staff and to arrange for setup and cleanup.

Staff for funeral/memorial service receptions will normally be recruited from friends, neighbours and associates of the bereaved family. If this pool of volunteers is not sufficient, the contact person may recruit other members of the congregation through the Food Services Coordinator.