

**Grouse Mountain Tyee Ski Club**  
**Lead Kitchen Responsibilities**  
**2014-2015**  
**Updated December 7, 2014**



Welcome! Thank you for volunteering to take on the responsibilities of Tyee Kitchen Lead! Typically, the kitchen is open between 8:00 – 2:00, (which includes set-up time and clean-up duties). The following guidelines should assist in making this a fun time:

**ARRIVAL:** Come up the early tram with your kids. Pick up the Tyee Cabin keys from the Peak Office, (located behind Beavertails). Peak office staff can be reached at 604-998-4321, if you're having trouble. Unlock the Tyee supply cupboards in the kitchen. Your keys also will unlock the storage room (at the left, top of the stairs) and the cashbox in the storage room.

**CASH:** The cashbox is located in the 2nd floor supply room, underneath the light switch. Retrieve \$100.00 cash float from the cashbox. Count the opening float with a witness and initial on the Daily Cash sheet. Report any discrepancies to [kitchen.assist@grousetyee.com](mailto:kitchen.assist@grousetyee.com). There will be copies of blank cash sheets up in the storage room and/or in a drawer in the kitchen. Place float tray in kitchen drawer downstairs. Put the keys around your neck for the day.

**SUPPLIES:** While you are dealing with the cash, get your volunteers to pull supplies from the kitchen cupboards. Replenish what you need (see Kitchen Duties sheet for more details) from the storage room upstairs, or the freezer and bread bin upstairs. Note there is some flexibility about what is on offer each day. For example, you may choose to serve pasta over one of the soup choices for the day. Update the menu board as needed (ie. what soup is available, items that may be missing, etc). There is a master price list in the drawer. Put one on the counter for volunteers to refer to.

**VOLUNTEERS:** This is a team effort, responsibilities are shared equally. If a volunteer is a no-show and you have contact info, you can try to call and offer a reminder (and please advise us if there are scheduling issues at [kitchen.assist@grousetyee.com](mailto:kitchen.assist@grousetyee.com)). If not, you can usually make do with the smaller team. If need be, you can usually lasso a friendly parent to help out a bit. Remember some volunteers are here for the first time and may need more guidance than others.

**INVENTORY:** On Sundays Lead should ensure inventory gets done by one of the volunteers after lunch rush is over. Inventory sheet will be located in top drawer in kitchen. Once Inventory is taken, sheet should be photographed with someone's phone and either emailed to [kitchen@grousetyee.com](mailto:kitchen@grousetyee.com) or texted to Aleksandar Hristov at (778) 991-4180. Place filled out sheet back in drawer.

**CASH OUT:** While your volunteers are cleaning up at the end of the day, perform cash-out utilizing the Daily Kitchen Cash Sheet. Have a witness sign the cash sheet. Replace the \$100.00 float in the **Float Cash Ziplock Bag**. Make sure the float is made up of coins only, ranging from quarters to toonies. Put the Deposit (gross profit for the day) into a Ziploc bag with the signed daily cash sheet. With a witness, place BOTH bags (float & deposit) back in the cashbox and lock up the money. Email deposit amount to [kitchen.assist@grousetyee.com](mailto:kitchen.assist@grousetyee.com).

**CLEAN UP:** We need to leave the cabin as good as or better than we found it. Floors need to be mopped, garbage bins are cleared. Garbage can be placed in the cloak room. Have all food items placed in the lockable cupboards in the kitchen. Be sure any loose food items are placed in plastic bins so the mice are not attracted. Once all supplies are back in, lock up the storage room and cupboards. Other stuff (e.g., paper cups and plates, sugar, etc.) remains unlocked in downstairs cupboards. Please take home and wash dirty dish towels and aprons, and return Tuesday or Thursday. Lock the cabin if you are the last one out. Often coaches will be around when you leave.

**KEY RETURN:** Return the Tyee Cabin keys to the Peak Office. Gently remind them of the garbage pick-up, and THANK them – they are great supporters of our Club!

Thank you for volunteering!