

TOWN OF WADENA

POLICY: Recreation Centre Kitchen Policy		COUNCIL RESOLUTION: Resolution #384-19 Effective: November 4, 2019
DEPARTMENT: Parks & Recreation	POLICY NUMBER: # P2019-005	Amended Date:

PURPOSE

The purpose of this policy is to clarify the operation of the kitchen at the Wadena Recreation Centre.

PROCEDURE

To keep ice rental rates low at Wadena Recreation Centre, the kitchen is operated in partnership with volunteers from the community consisting of the Kitchen Auxiliary and regular user groups including Wadena Minor Sports, Wadena Skating Club, Men's Rec Hockey, Women's Rec Hockey and Wadena Wildcats Sr Hockey.

Each partner has the following roles and responsibilities:

Town of Wadena

1. To oversee the operation of the kitchen.
2. To clean the kitchen and meet trucks for delivery of kitchen supplies.
3. To develop policies in order to maintain clarity in each group's responsibilities to the facility.
4. To answer questions and concerns from the user groups in relation to the kitchen.

Kitchen Auxiliary

1. To order all supplies for the kitchen including food, drinks, condiments, fryer oil, cups etc.
2. To handle the finances of the kitchen including maintaining a float, making deposits and bill payments.

Regular User Groups

1. To schedule and provide volunteers to staff the kitchen during their own events.
2. All user groups, except Wadena Minor Sports, will provide volunteers to staff the kitchen for Wadena Wildcats Sr Hockey events.