

Regulations regarding the Kitchen master

Statutes for kitchen master

1 General responsibilities and remit

The kitchen master is responsible for the Nation's purchase of food items and consumables as well as the self-monitoring work of the Nation.

The kitchen master also assists the Third curator as supervisor of the club workers.

Election of kitchen master shall be held at the second Landskap of the semester for a period of six months.

The Landskap elects kitchen master through closed votes and with more than half of the given votes.

1.1 Kitchen masters rights

The kitchen master

- Gets KK-card for two semesters in a row, starting with the first active semester,
- Has the right to attend, participate and make suggestions in all of the Nation's committees (nämnder),
- Is a member of the board of the Nation as well as the electoral board.

2 Club activities and serving

2.1 Club activities

The kitchen master shall

- Together with the Third curator and club workers plan and carry out the club activities as well as every week participate in a meeting with them to plan and follow up the activities,
- Introduce new club workers to their tasks.

2.2 Purchase, sales and storage

The Kitchen master shall

- Be responsible for the pricing of food items in the club activities,
- Maintain contact with sales representatives and agents,
- Carry out orders of food items and consumables,
- Be responsible for the storage of food and consumables,
- Never leave good or other items of value without supervision or in unlocked storage,

2.3 Accounting and reconciliation

The kitchen master shall

- Be responsible for the accounts for food sales,
- Do a monthly stock-taking of the storage of food in cooperation with the Second curator,
- Continuously declare the gross margins to the Board.

2.4 Kitchen

The kitchen master shall

- Prepare and cook the food to the Nation's pub,
- Be responsible for the maintenance of the kitchen and to the kitchen associated facilities.

2.5 Hygiene

The kitchen master shall

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- Be responsible for the Nation's self-monitoring program regarding hygiene,
- Be responsible for the hygiene regulations in the kitchen as well as other areas where this is relevant,
- Regularly go through and remove any good that are at risk of spoiling in refrigerators, freezers, pantries and other areas where food is stores,
- Make sure that the kitchen has been cleaned every day.

3 Information, documentation and management

3.1 Attendance and messages

The kitchen master shall

- Attend the Landskap, board and electoral board meetings,
- Every week have a meeting with the other full-timers of the Nation,
- At the Landskap as well as the board meetings, declare messages about important happenings regarding the Kitchen master's activities.

3.2 Managing and executives

The kitchen master shall

- Manage and report matters concerning the kitchen master's activities to the Landskap, board and other committees of the Nation,
- Ensure that all decisions regarding the kitchen master's area taken by the Landskap, the board and other committees are executed.

3.3 Documentation

The Kitchen master shall store correspondence and other documents concerning the kitchen master's area under orderly forms, and when necessary, archive them.

Electronic communication of importance shall be printed and archived.

4 Representation

4.1 Representation

The Kitchen master shall together with the First curator represent the Nation whenever it is beneficial for the Nation, especially at arrangements by the Curators convent.

4.2 Insignia

The Kitchen master shall wear the insignia at the gasques, dinners and other formal occasions held by the Nation.

4.3 Representation in other branches (organ) outside of the Nation

The Kitchen master represents the Nation in the Clubmaster convent.

5 Hand over (överlämning)

The Kitchen master shall

- During the term continuously document the experiences,
- Introduce the successor in the obligations, rights and duties,
- Ensure that the successor feels properly introduced to the work,
- Avoid taking decisions that will affect the successors work unless the decisions are necessary,
- Finish everything from the own period regarding administration and accounting that does not require further dealings,
- Do a thorough cleaning of the kitchen before the successor starts,
- After finished tenure complete an Activity Report.

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