

# KCYM JOB DESCRIPTION

## COMMISSARIAT

### 2025-2026

**Job Description:** Shall be responsible for brunches or lunches following Club programs held at the Club House.

#### **List of Duties:**

- 1) **Automatic Committees:** Co-Chairs of Commissariat Committee
- 2) **Automatic Committees-** Member; a) Programs Committee b) Property Management Committee c) Club Courtesy committee d) Club House Set Up
- 3) **Your Director is:** Director of Programs
- 4) Shall attend May, Sept. and Jan. Joint Board of Director/Standing Committee Chairman meetings and all Business meetings.
- 5) Shall manage, in consultation with Director of Programs, the Commissariat budget.
- 6) Shall oversee the Commissariat Committee, which is responsible for setting, serving, clearing all tables, cleaning the kitchen, disposing of the trash, and laundering and care of linens used for luncheons, and cleaning kitchen/dining room floors.
- 7) Shall file an annual inventory of all kitchen and table service items at the June Board meeting.
- 8) Shall monitor all goods needed for the kitchen and communicate the needs for necessary items to the Director of Programs and Director of Property Management who will purchase or direct Commissariat to purchase.
- 9) Shall prepare tea if required for Monday luncheons.
- 10) Shall purchase and serve wine when being served at Program Luncheons.
- 11) Shall be responsible for table decorations for Program luncheons.
- 12) Shall email reminders to committee members serving at the luncheon
- 13) Shall send lunch menu to the Dir. of Programs for submission in the newsletter.
- 14) Shall submit all expenses to the Director of Programs for approval.

#### **Information Pertinent to Performance of Duties:**

- 1) They shall request all major kitchen expenses come from “Repairs, Replacements and Decorations” fund, with the approval of the Board of Governors.

rev: 3/2013. 3/2015, 1/2017, 2/2018,3/2020, 3/3024

# **KCYM TIMELINE**

## **Commissariat Chairman**

### **2025-2026**

#### **April:**

- Meet with your predecessor to learn about your new job and review Working Notebook.
- Inventory Kitchen and submit inventory report to Director of Property Management and keep a copy in the Working Notebook.

#### **May:**

- Attend Installation Day Tea.
- Attend Joint Board Meeting and review Blue Procedure Notebook (Blue Book). Committee Chairman confirm list of committee members and prepare motion (list names in alphabetical order) to approve committee members.

#### **June:**

- Participate in Program Committee meetings to identify programs for club year. Determine which programs will have Club House luncheons.
- Contact caterer to set up meeting to discuss program dates and menu options.

#### **July:**

- Meet with caterer:
  - Discuss budget for luncheons.
  - Look at menu options
  - Confirm dates with caterer
  - Determine the deposit requirement

#### **August:**

- Meet with your committee to discuss menus for luncheons based on program themes.
- Brainstorm table decoration ideas based on the program themes.
- Outline the duties of serving luncheons at the Club House.

#### **September:**

- Attend Joint Board meeting and read report on Committee's summer activities.
- Attend Reassembly Day Tea.

#### **FOR EACH PROGRAM LUNCHEON AT THE CLUB HOUSE**

- **Confirm the menu and cost with the caterer.**
- **Send the menu and cost of the lunch to the Dir. of Programs to be included in the Newsletter with reservations contact information.**
- **If necessary, put request in Newsletter recruiting additional volunteers.**
- **Get a final reservation count for lunch and advise the caterer by his or her deadline.**
- **Email volunteers two weeks before program to confirm their participation. Remind them of details of luncheon, dress code, and time to arrive.**
- **Decide on date/time to decorate for the lunch and reserve the club house through the Dir of Property Management. Ask for volunteers from the Committee who have volunteered to work that program to help decorate the weekend before the program if**

**possible. Ask the Dir. of Prop. Management to arrange for the cleaning service to come after the Club House is decorated so everything is clean and ready for the program.**

**October:**

- Attend Business meeting.

**November:**

- Attend Business meeting.

**December:**

**January:**

- Attend the Joint Board Meeting. Prepare a mid-year report to read and email copy to Electronic Records Chairman.
- Attend Business meeting and read mid-year report.

**February:**

- Review and update Job Description and Timeline as requested by President-Elect.
- Attend Business meeting

**March:**

- Assist with Club Commitment Day. Work the table to recruit members for the committee.
- Turn in Blue Book as requested by President-Elect.
- Prepare Working Notebook to pass on to your successor.

**April:**

- Meet with your successor to review job description, timeline and Working notebook
- Submit final service hours.
- Submit final report.
- Attend Business meeting.

rev: 3/2013, 1/2017, 2/2018, 3/2020