

## **Kaminski Arena Kitchen Operation 2020-2021 Season**

### **Background**

The Kaminski Arena is operated by the Kaminski Arena board. The Board is made up of community volunteers and is responsible for the management and operation of the arena facility. The board is elected annually and includes a four member executive and eight directors at large. Monthly meetings are held to coordinate operations of the facility including staffing, facility improvements, events and fundraising activities. Funding to operate the facility comes from user fees and fundraising.

The main goal of the Kaminski Arena Board is to continue to provide a high quality arena facility for recreational activity for the community of Churchbridge.

### **Requirements of Kitchen Operation**

Operation of the kitchen will be required from October 2020 to mid-March 2021. Exact dates will be finalized based on timelines for installation of ice in the arena and use of the ice through the winter season.

### **Responsibilities of the Kaminski Arena Board**

- The Board will provide all equipment in the kitchen such as grills, deep fryers, stove, freezer, fridges, coffee makers, beverage dispensers, pots, dishes, utensils for preparing food, etc.
- All infrastructure in the kitchen will be the responsibility of the Board and any repairs or replacements of this equipment will be paid for by the Board. Should the vendor require new or additional equipment, that request would have to come to the Board for consideration
- The Board treasurer will pay submitted food cost bills as well as \$800 honorarium every 2 weeks
- The Board will provide a list of names of students who are interested in working kitchen shifts as the second worker. A third parent worker for tournaments and midget games will also be provided by the volunteer coordinator
- The Board will request that minor hockey families provide one parent to assist at each home game during peak periods only
- The Board website lead will post submitted kitchen hours on the website
- When notified in advance, the arena board will arrange for kitchen coverage when the operator needs time off
- The Board will look after the kitchen operation for special fundraising events such as wing nights and mine safety events. Kitchen operation for extra events will be determined on a case-by-case basis

### **Responsibilities of the Kitchen Operator**

- Open the kitchen during all minor hockey games and tournaments
- Open the kitchen during CanSkate practices and designated special events such as Carnival
- Open the kitchen during adult rec hockey tournaments
- Open the kitchen for additional hockey game rentals such as senior hockey games
- Open the kitchen on Mondays to serve the busy practice night
- Post hours of operation
- Order, purchase and maintain food and supplies for operation of the kitchen
- Detail the type of food and beverages provided
- Ensure a reasonable profit margin on all food items sold
- Keep kitchen clean and meet health standards
- Be flexible and adaptable when arena scheduling changes occur
- Work with the Board to solve any issues that may arise. Board meetings are held once a month.