

**ALPHA GAMMA RHO FRATERNITY  
VNR Management & Operations / Steward**

**KEEPING THE HOUSE "FULL"**

**A. BUDGET**

1. Preparation
2. Maintain - enforce budget
3. Cooperation with VNR-Finance
4. Cooperation with Housemother and Cook

**B. FOOD - SUPPLIES**

1. Supply inventory control
2. Equipment purchasing
3. Storage - locked up

**C. MENU**

1. Planning - menus
2. Nutrition - balanced meals
3. Cooperation with the Cook and Housemother

**D. PERSONNEL**

1. Kitchen
  - a. Brothers
  - b. Paid positions?
2. Dining Room

**E. CHAPTER**

1. Regular reports at chapter, executive and alumni meetings
2. Handle all commissary complaints
3. Enforcement for violations

**F. CLEANLINESS**

1. Maintain a clean kitchen
2. Follow Food & Fire Inspector requirements
3. Develop policies for crews
4. Insure enforcement of policies

**G. EVALUATION**

1. Performance of staff
2. Quality of purchases and service
3. Quality of meals