

Hospitality Volunteer Committee Job Description

Provide refreshments at general meetings, including set up and clean up.

Tasks

Arrive a little early and stay a little late. Brew decaf coffee with Effie Yeaw (E. Y.) coffee/hot water maker. Place coffee into E.Y. Insulated decanters. Two decanters might be required, depending on number of members present. A hot water tap for tea or chocolate is available at the brewer. Put out pitchers of water with ice and lemon slices. Provide either homemade or purchased snacks, such as cookies, nuts, etc. provide ice for lemon water.

One SAS coffee pot is in SAS labeled cabinet along the left wall. It can be used as a spare in case E.Y.'s brewer is not available.

Clean out and put away decanters, coffee pot and pitchers at end of meeting. Wipe down table and check room for mugs, napkins etc., left in odd places. If E.Y. mugs are used they are to be cleaned and put away. Use designated recycle containers for trash.

Supplies, sugar, creamer, tea bags, coffee, extra paper cups, paper plates, and napkins, etc., are purchased and kept by committee members, and brought to each meeting.

Members are reimbursed for all purchases.

Leftover cookies, etc., are sometimes offered to E.Y. caretaker on duty. For potlucks or other special events, co-ordinate with board members.