

Village Quilters Job Description Hospitality

Duties according to Village Quilters Bylaws:

None

Policy & Procedures affecting Hospitality:

None

Duties & Responsibilities:

- Chair needs to arrive early (approx. 8:30-8:45) for setup.
- Setup food area: cups, napkins, stirrers, sugar etc.
- Prepare coffee & hot water for tea.
- Clean up food area & insure church equipment and property are left in good order. If there are problems with church equipment, notify VP to appropriate church person may be notified.
- Keeper of the Guild coffee pots. Need to bring to June & December Yacht Club meeting.
- Keeper of coffee, cups, napkins and other paper goods as needed.
- Purchase coffee and supplies as needed. Make sure church supplies are replenished if any are ever used.
- Submit a bill/reimbursement for purchases within budget.
- Coordinate or recruit committee members to help as needed in monthly setup, clean up and to be available in the absence of the chairman.

As of September 2008