

Hospitality**Job Description**

Hospitality provides refreshments for members during their monthly meetings except in June.

Duties and responsibilities

- At each meeting, provide juice, tea and make the coffee plus set up for serving after meeting and before program.
- Circulate sheet for volunteers to provide refreshments for each meeting. One - two people for each meeting, except December and June. In December there is usually a goodie potluck where everyone is encouraged to bring something and in June it is the end-of-year potluck.
- Two or three days before each meeting, phone the person responsible for refreshments that month.
- Clean up after meeting.
- Ensure that supply cabinet is tidy and organized
- Obtain funds from Treasurer for coffee supplies.
- Purchase necessary supplies after checking in the cabinet at the museum.
- Keep all receipts and submit to the Treasurer on a regular basis.