

CCMGI HOSPITALITY CHAIRPERSON/S*
JOB DESCRIPTION

Reports to: Executive Board

Budget: determined by Executive Board and must be adhered to

Responsible to organize, set up and take down the potluck at the monthly membership meetings as well as purchase and restock necessary supplies.

Duties include:

- Choose the theme for the meeting food, e.g. Valentine's day, taco night, German theme
- Arrive at least 45 minutes-1 hour prior to the scheduled meeting time to set up
- Wipe down tables and counters as needed
- Make coffee and put out water, ice, and other beverages (soft drinks and tea), sugar and creamer
- Set out plates, napkins, silverware, and serving utensils
- Place salt and pepper shakers on tables
- Greet members and guests and direct them where to place donated food
- Cut food brought in by members into servings and make sure appropriate serving utensils are available
- Clean up after members are done eating (usually after speaker) and while general meeting is taking place (this allows people to get a second serving or dessert during the break)
- Wash serving utensils that were used (washing members' empty containers is a nice touch but not required)
- Return all unused supplies to appropriate cabinets in the back room
- Empty all trash containers and take the recycling (there is a designated container) home for disposal
- Take dirty dish rags and cloths home for laundering and return next month
- Plan and prepare the main dish and menu for the September meeting
- The January meeting is traditionally pizza which is paid for by the club. Responsible for ordering and picking up pizzas as well as salad and dressings
- Responsible to track inventory and purchase supplies as needed**
- Periodically organize and inventory the supplies in the cupboards that belong to CCMG in the back room

*This position can be filled by one person but is much easier if done by a couple or two persons

**Submit all receipts to the treasurer for reimbursement

July 2020