

Hospitality Coordinator

Purpose:

The Hospitality Coordinator oversees the use of the kitchen at Explorations Academy and the use of the Meeting's hospitality equipment and supplies both at Explorations Academy and elsewhere (e.g., for Meeting retreats at other venues). This Friend also prints and provides the Meeting's chore signup sheets

Responsibilities:

1. Monitor hospitality supplies (e.g., coffee and tea) and purchases supplies as needed. Such purchases shall be reimbursed by the Treasurer upon presentation of receipts.
2. Oversee the storage of supplies and equipment in the Hospitality cabinets at Exploration Academy and the labeling of shelves in order to facilitate such storage.
3. Oversee the orientation of Friends who work in the kitchen either to set up or clean up. Such orientation includes, as needed and appropriate, demonstration and/or provision of task lists and instructions that are kept available in the main Hospitality cabinet.
4. Provide sheets that can be used to indicate ingredients and/or possible allergens in items brought by Friends for snacks and potlucks.
5. Transport Meeting Hospitality supplies and equipment to and from other venues as needed for retreats and other special events.
6. Post a notice on the Explorations Academy door when Meeting for Worship is held elsewhere because of a retreat or other special event (since the Hospitality Coordinator needs to visit Explorations Academy anyway in order to pick up hospitality supplies and equipment).
7. The Hospitality Coordinator should announce in advance when he or she will not be attending meeting personally, so that the special need for kitchen volunteers for such Sundays is widely known.
8. Notify other Friends who frequently volunteer for Kitchen Setup and/or Kitchen Cleanup of any major changes in procedure, whether temporary or permanent.
9. Print and provide chore signup sheets at least one month in advance of need, updating as needed the brief chore descriptions that are printed on the back of each signup sheet.
10. Report to the Meetinghouse Liaison any concerns that should be shared with the contact person for Explorations Academy or the building owner.
11. Provide an annual budget request to the Finance Committee for hospitality-related expenses.

The Hospitality Coordinator serves for a term of two years.

Drafted February 2017, approved April 2017.

Updated October 2017.