

Bellingham Friends Meeting  
Hospitality Coordinator

**Purpose:** The Hospitality Coordinator oversees the use of the kitchen at the meeting venue and the use of the Meeting's hospitality equipment and supplies both at the meeting venue 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 the meeting venue 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 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 meeting venue door when Meeting for Worship is held elsewhere because of a retreat or other special event (since the Hospitality Coordinator needs to visit the meeting venue anyway in order to pick up hospitality supplies and equipment).
7. 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. Report to the Meetinghouse Liaison any concerns that should be shared with the contact person for the meeting venue or the building owner.

Term: 2 years

Job description drafted February 2017, revised April 2020