

# Hospitality Coordinator – Job Description

## JOB PURPOSE

Arranges for and serves refreshments at occasional Society events, e.g. Garden Tour, Annual General Meeting

## KEY DUTIES and RESPONSIBILITIES

Coordinates the ordering or preparation of food and beverages

Recruits and oversees volunteers - set up, serve and clean up

Ensures volunteers receive recognition for their contribution

Ensures equipment is returned to the storage locker for the next year's event

Identifies a successor.

## AUTHORITY AND ACCOUNTABILITY

Submit a record of volunteer hours to the Recording Secretary.

Submit receipts to the Treasurer

Provide a written summary for the Annual Report