Hospitality Committee Job Description

The chairperson shall coordinate with program chairpersons to provide social functions such as luncheons, potluck meals, receptions, and coffees. The chairperson shall supervise the hospitality budget and supplies and shall develop a calendar of volunteers to set up and take down the hospitality area for events.

GENERAL INFORMATION: It is best to have 2 volunteers for each chapter meeting. It is not necessary to plan snacks for every chapter meeting. Just providing a table for people who wish to bring foods to share and fixing coffee and one other drink and having ice water available is enough for many of the regular chapter meetings. For the Christmas luncheon and any other planned meals, 2 to 5 volunteers would make the work lighter. Plan to arrive at the church for chapter meetings by noon for Day Chapter and by 6:15 p.m. for Starlight Piecemakers Chapter. Bring pre-made and cooled tea (5 or 6 family size tea bags in 4 or 5 cups of water, to be diluted at the church) Arrange to have ice, either a small bag from the grocery store, or bring cubes from home to use for the iced tea, lemonade, and ice water. It is also good to have a small cooler of ice on the counter for people who want to put more in their glass. Bring 2 or 3 tea towels and a dishcloth from home.

We are not to use any of the church’s supplies or microwave or stove top. The only things we use in the kitchen are freezer, refrigerator, sink and electrical outlets. Use of the microwave or the stove top could result in an extra fee of $90 or more.

Seasonal centerpieces for the tables are nice, but optional. If a quilt is used on the table, clear plastic may be needed to prevent spills and staining. For a regular meeting without a special guest, it is nice to serve snacks. Some Guild members bring food to share, but committee volunteers could bring something or solicit volunteers from among general membership. Usually only napkins are necessary for these foods. Make iced tea, lemonade, coffee and ice water—see below for supplies. Set up table for snacks. If members do bring snacks or food, try to keep lids and serving utensils together. Sticky notes could be used to put on the bottom of containers so that people leave with what they came with. It is nice to rinse and dry people’s dishes if there is time. Check frequently during the meeting to see if drink containers need to be refilled, ice added, napkin stack replenished, etc.

SUPPLIES: There are 5 or 6 large plastic bins on top of the library cabinets that are labeled to help know what is to be kept inside. Bins must be taken down and put away by a team of 2 people. There is a small stepstool to use for this and also a 6-foot ladder. The person on the ladder should lower the bin to the person waiting at the base of the ladder. When items are needed from the 2nd or 3rd shelf, use the 6-foot ladder and a third person to steady the ladder while a bin is handed down to the person waiting at the base of the ladder. Keep bins fairly light weight for added safety. Storage space is limited, so supplies should not be purchased in large quantities. There are 2 coffee makers also atop these cabinets that belong to the guild. Use the white one for hot water and the black one for coffee. There are wheeled carts in the kitchen that can be used to transport the storage bins to the kitchen, and it is best to leave them on the carts until after the meeting, thus saving the work of putting them back on the carts to store them back on top of the library cabinets. Items stored in the bins:
• Dish detergent and a spray bottle of cleaner
• Cups for hot and cold liquids
• Tablecloths (seasonal and plain)
• Napkins
• Plastic utensils
• 3 lidded plastic containers with spigot for iced tea, lemonade, and ice water
• Coffee and filters
• Various sweeteners
• Various creamers
• Lemonade to be mixed
• Paper plates, paper bowls
• Saran wrap
• A large collapsible ice cooler
• Sticky notes
• Various other supplies

AFTER MEETING CLEANUP: Empty any leftover tea, lemonade, coffee, etc. into a sink. Wash the 3 polka dotted containers and lids, dry and put back into bins. Dry coffee pot used for hot water and tuck it back into its storage bin. Put supplies (sweetener’s, creamers, plastic utensils etc.) into storage bins. Be sure that food and containers of Guild members are removed from the refrigerators and freezers. Make sure members have retrieved their dishes, lids and serving utensils. Wipe table, counter and sink area. Close roll top door over both counter tops. Take one last look around to make sure that you have everything. Heave a big sigh of relief and know that the guild thanks you for your work.

PLEASE LET THE HOSPITALITY CHAIRPERSON KNOW OF ANY SUPPLIES THAT NEED TO BE RESTOCKED. Any special plates, napkins, plastic utensils, etc. are purchased by the Hospitality Chairperson who gets reimbursed from the hospitality budget. Use the guild tax exempt form when buying any supplies or Christmas meal meats. Do not buy in large quantities because storage space is limited.

FOR SPECIAL EVENTS IN ADDITION TO THE NOTES ABOVE

• TABLE SET UP: At least 6 days ahead of the meeting, talk with the chapter president regarding the number of tables that will be needed in the hospitality area and how you want them set up. This might be 3 tables instead of the typical 2 for foods, such as for the Christmas luncheon.
• SPECIAL SUPPLIES: In the past, the guild has purchased the ham and turkey from Hy-Vee for the December chapter meetings. HOWEVER, with budget restraints of recent guild years, it is prudent to limit food to only that brought by guild members. Do not purchase any meats without express permission from the current Board of Directors. In past years, any leftover meat is put into plastic bags in 1 pound quantities and sold to members at the price that the guild paid per pound. Extra electric cords may be needed for the soup/chili luncheon and will need to be loaned/brought by the hostess and/or other guild members.

Submitted by Christi Brietzke, Hospitality Chairperson 2013-2014