

Unitarian Universalist Congregation Hospitality Co-chairs Job Description

January 12, 2015

Co-chair Administration (Linda Carlson)

Responsible for:

1. Recruiting and scheduling people to cover the coffee hour each Sunday there is a service.
2. With a Hospitality volunteer, coordinating hospitality for memorial services and special occasions.
3. Reserving and renting space for the fall and spring picnics. (information below)
4. Learning kitchen procedures and volunteering for coffee hour tasks.
5. Meeting periodically with coffee hour volunteers to review procedures and concerns. When there are updates, pass those on to Kris Simpson and the entire email list.
Monthly newsletter deadline is the 17th of the month before. Weekly updates can be handed in by Sunday p.m. so Kris has them Monday a.m.
6. Get more people to sign up to volunteer in the kitchen or bring treats.
7. Scheduling and coordinating kitchen workdays.

Skills needed: Computer and email skills. High comfort level asking for volunteers.

Co-chair Kitchen (Tracy Hirsch)

Responsible for:

1. Writing up kitchen and coffee hour procedures.
2. Scheduling or providing volunteer training on coffee hour and kitchen procedures. (Sample procedures listed below.)
3. Monitoring implementation of procedures, especially regarding food safety.
4. Volunteering for coffee hour tasks.
5. Monitoring and purchasing supplies for kitchen such as cookies, coffee, tea, juice, napkins, paper towels, dish soap, garbage bags, misc. kitchen supplies.
6. Coordinating laundry tasks.

Skills needed: Computer skills for email and word processing. Knowledge of food safety procedures.

Picnic Information:

Beginning of the Year Picnic:

This picnic/potluck takes place in the fall on the first Friday of September at 6 p.m.. Reserve the Mt. Simon Dells Pavilion.

End of the Year Picnic:

This picnic/potluck takes place the first Friday in June at 6 PM. Reserve the Mt. Simon Dells Pavilion.

Need to get information to office manager by 18th of preceding month to include events in the UUC newsletter.