

# **Camera Club of Hendersonville**

## **Job Description**

### **Hospitality Coordinator**

The Hospitality Coordinator will work with the Board of Directors to ensure that Club Members and visitors are treated to refreshments at Club meetings and events.

#### **Typical Tasks:**

The Hospitality Coordinator will

- Pass out a signup list at meetings soliciting volunteers to bring desserts and/or snacks to the next General Meeting.
- Follow up several days before the General Meeting to remind volunteers of their commitment and give them quantity estimates.
- Select several team members to assist in all events requiring food or beverage.
- Be available or delegate the task of setting up the Hospitality table prior to each General Meeting.
- Generate a Standards of Operation checklist on how to set up the Hospitality Table in the event that the coordinator is unable to attend the General Meeting.
- Save and take home the unused supplies for future meetings since there is no room at the Chamber to store supplies there.
- Purchase supplies as needed, such as cups, napkins, coffee, and tea.

#### **Qualifications:**

- Shall have basic food handling knowledge.
- Shall attend General Meetings and appoint a replacement whenever necessary.

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