

ROLE SUMMARY

To organise the refreshments for the monthly meetings and other occasions including organising the running of the kitchen and volunteers. This is a volunteer role and it is not necessary to be on the committee to fulfil this role

Main responsibilities

1. Kitchen Volunteers

- Find volunteers to make and serve the refreshments at meetings
- Set up a rota and inform the volunteers when required
- Inform volunteers what they need to do and their duties
- Contact the volunteers before each meeting to make sure they are attending
- Ensure all used cups are collected and washed in dishwasher (if available)
- Leave kitchen and items used in a clean manner.

2. Supplies

- Determine what supplies are required to cover refreshments to be served
- Purchase any supplies required and obtain a receipt
- Produce receipt to Treasurer for reimbursement

On completion

- To carry out a comprehensive handover to the new Group Coordinator.