

ROLES & RESPONSIBILITIES

REFRESHMENTS OFFICER

- Provide morning tea for the monthly General Meeting and the ingredients for the Annual BBQ in January
- Arrange a roster of members to assist in the setup, serving and clean up relating to the General Meeting morning tea each month
- Special morning teas are to be organized celebrating the Club's birthday in July with a birthday cake and Christmas fare for the December meeting i.e. Christmas cake and mince pies
- Ensure that supplies of biscuits, tea, coffee and disposable cups are always on hand for each meeting
- Arrange for the tables to be set up and urns and other ancillary items are transferred from the storage area off the stage and set up in the required positions
- Ensure that each rostered group has set up cups incorporating coffee and tea bags to ensure a swift process of serving. Ensure that sufficient urns are filled with water and turned on prior to the commencement of the meeting
- All rubbish is to be disposed of in the skip at the rear of the building
- Ensure the kitchen is left in a tidy condition at the end of the meeting
- Attend monthly Committee Meeting.