

# ROLES & RESPONSIBILITIES

## REFRESHMENTS OFFICER

- Provide morning tea for the monthly General Meeting and Annual General Meeting.
- Provide ingredients for the Annual BBQ in January.
- Arrange a roster of members to assist with the setup, serving and clean up relating to the morning tea of the monthly General Meeting and the Annual General Meeting.
- Special morning teas are to be organised to celebrate the Club's birthday in July with a birthday cake; Christmas fare for the December meeting (i.e. Christmas cake and mince pies) and Anzac biscuits in April.
- Ensure that sufficient supplies of biscuits, tea, coffee, milk, sugar, disposable cups and disposable gloves are available for each meeting.
- Submit all invoices to the Treasurer for reimbursement.
- Arrange for the tables to be set up and urns and other ancillary items transferred from the storage area and set up in the required locations.
- Ensure that urns are filled with water and turned on prior to the commencement of the meeting.
- All refreshments personnel are to exercise good hygiene whilst serving food and beverages.
- Ensure that each rostered group has set up cups incorporating coffee or tea bags to ensure swift serving process.
- Ensure the kitchen is left in a clean and tidy condition at the end of the meeting. Dispose of rubbish in the skip at the rear of the building.