

# UUCM HOSPITALITY COORDINATOR

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## **Role:**

Create a welcoming, nourishing and gracious environment in the Kitchen and Refreshment Area each Sunday.

## **Responsibilities**

- Recruit and Coordinate Volunteers for Sunday Refreshment set up and clean up.
- Support Kitchen Organization and To Do Check List for Volunteers
- Coordinate Training for new volunteers on Set Up and Clean Up
- Coordinate Volunteers to take Kitchen Laundry home for washing.
- Purchase Supplies (Example: Coffee, Cream, Napkins, Tea, Sugar, Filters, Other Kitchen Supplies) and Submit Receipts for Reimbursement
- Provide Estimated Amount needed for Hospitality Budget once a year (April/May) to Membership Chair and Finance Committee.
- Attend Monthly Membership Meetings (Optional) or provide feedback to Membership Chair and Team.

## **Online Tools**

### **Sunday Volunteer Sign Up.**

There is an online spreadsheet that is used for all Sunday Volunteers to sign up. The Hospitality Coordinator reviews this bi-weekly to ensure there are enough volunteers. They also recruit Volunteers by talking directly to folks or sending emails to UUCMConnect or UUCM General (via admin).

### **Weekly Chalice**

There is a regular reminder included in the Weekly eChalice asking for Refreshment Donations based on Last Name in the Alphabet.  
*(this is a recurring announcement that does not require regular input from the Hospitality Coordinator, but would need to be updated if they choose to change the system)*

### **Additional Notes**

Hospitality falls under the Membership Team  
Beth spent approx. 2-4 hours a month on this and recruited primarily by email.