

Hospitality

Responsible for refreshments at break time during the meetings and at functions held by the guild such as the Christmas Party and the year end luncheon.

Start the hot water and coffee upon arrival.

Responsible for clean up of refreshments.

Put out a sign up sheet for volunteers and ask that any items with nuts or allergens be labeled.

Maintain supplies for refreshments such as paper goods, coffee, tea, sugar, and sugar substitutes in storage locker in the Library.