

R&H Hospitality Committee: Hostess/Helpers Responsibilities

The monthly R&H General Membership Meeting Luncheon is open to all Club members. The Club Handbook identifies that members are to be assigned annually to serve as hostess or helper at least at one General Membership Luncheon each year. All Club members are encouraged to volunteer for this service. Refer to Handbook for participation exceptions.

Hospitality Committee: Club members are asked in May/June to sign-up for the next year's hostess or helper assignments. All remaining eligible members will be assigned to fill in the open slots in the luncheon calendar. Every effort will be made to limit "hostess" duties to non-consecutive years. The calendar year's assignments are sent out prior to the first meeting.

GENERAL INFORMATION for ALL HOSTESS/HELPERS:

- Each year all members work on creating at least one general meeting luncheon. There are eight to nine luncheons each year for members to enjoy. (See handbook for exceptions.)
- Head Hostess will coordinate the menu theme and purchase paper products.
- Head Hostess is compensated for: serving products, milk and lemon expenses.
- Head hostess and helpers will purchase, prepare and serve the luncheon's foods, desserts and refreshments. No compensation is provided for this service.
- **The Shady Rest's kitchen cooking facilities are available for use:** stove, oven & microwave.
 - Note: there is limited time to prepare food as the doors do not open until 10:30 am.
 - There are no available pots, pans, serving or cooking bowls, trays, plates or utensils.
 - All cleaning supplies must be brought in by those utilizing the kitchen.
 - All kitchen surfaces and equipment must be cleaned by those utilizing the kitchen.
- **All preparation of food must be conducted utilizing absolute sanitary conditions.**
- The hostess and all helpers are to **arrive by 10:30 am** at the Shady Rest venue to deliver food, assist with luncheon set up, serving food/desserts during luncheon and clean-up.
- All food items must be labeled and a list of possible allergy ingredients identified on index card placards: i.e. nuts, eggs, gluten, sesame seeds or milk.
- Hostess and helpers should take turns standing behind serving tables to assist self-serving members with serving or if questions arise
- **All Hostess/helpers must assist with kitchen and dining room clean-up. No exceptions!!!!**
- Assignment changes: *** If unable to fulfill the assigned month's requirements the member must notify the Head Hostess and find an alternative Club member to fulfill responsibility. Changes must be communicated to the Committee chair ASAP.***
- **Thank you for your volunteerism to this luncheon. Enjoy other members' luncheons during the club's year.**



HEAD HOSTESS RESPONSIBILITIES:

Prior to General Membership Meeting Luncheon:

- Communicate with the Hospitality Committee Chairperson concerning your month's assignment and needs: Carolyn Seracka at 908-451-2220.
- Contact assigned Helpers at least 2-3 weeks in advance of the general membership meeting to organize the members' food contributions, menus and plans.
- Decide if you want a luncheon theme. The menu should be coordinated amongst all helpers so everyone knows what is on the menu, and how much food is needed.
- Hostess & helpers are to plan multiple food choices to provide for 40-45 members.
- Head Hostess is responsible for buying, bringing and completing reimbursement voucher for:

plates	cutlery	napkins	lemon slices
cold cups	hot cups		milk/cream

(Note: Hospitality Chairperson is responsible for: coffee, tea bags, sugar and substitute.)

- **Complete Reimbursement Voucher form** for products listed above. Attached receipts and submit all in a timely manner to the Hospitality Chairperson for reimbursement.
- Contact assigned "Flower Design" member bringing the centerpiece a week in advance to coordinate the floral centerpiece and tablecloth colors. Tablecloths: dark & light green, white, cream, red, & pink. Call the Hospitality Chairperson to assure availability of table cloths!

Day of Luncheon:

- Arrive by 10:30 to coordinate the setup of the dining room, food, desserts, and refreshments.
- Bring paper products, cutlery, milk, sliced lemons, hot and cold cups, and food items.
- Make sure there are signs to identifying food types and possible allergy ingredients: i.e. nuts, eggs, gluten, sesame seeds, milk, etc.
- A separate refreshments table will have hot water for tea, coffee and two pitchers of drinking water, tea bags, sugar and stirrers and room for the cups and other items.

HELPER'S RESPONSIBILITIES:

- The Head Hostess will coordinate the food and desserts menu theme. Helper's food suggestions are appreciated. (Note: Some people may have special diet restrictions, variety is important.)
- **Prepare or purchase several food and dessert selections for 40-45 people.**
- Make labels identifying the names of the food/dessert. Make a NOTE if the ingredients contain: nuts, eggs, gluten or milk, etc.
- **Arrive by 10:30!** Bring food/dessert/refreshments to the Shady Rest Luncheon room.
- Assist with the food table and refreshment set-ups.
- Stand by the serving tables to help in case a member needs assistance or has questions.
- **Assist in cleaning up! DO NOT leave the Shady Rest venue until the Luncheon room and kitchen are completely cleaned up and serving equipment is stored in the venue's closet.**
- Take your serving dishes, other equipment and remaining food home with you. Leave Nothing!

Thank you for working on making the Club's Luncheons a success!