



Comox Valley Horticultural Society

Position Description: Social Table Chair

Duties include:

- Buys the following supplies for each General Meeting (third Monday of every month except July and December):
 - one small container of half-and-half cream
 - one half-pint of milk;
 - Kirkland Colombian coffee from Costco;
 - MGB Decaffeinated coffee from Costco.
- Arranges for 2 people to help with set up at the beginning of the General Meeting and 2 people for clean up at the end of the General Meeting;
- Moves locker from storage room beside the stage to corner beside swinging doors to kitchen vestibule (bring locker key);
- Makes tea using kettles. Make regular tea in the 2 small pots (in locker). Make herbal tea in small urn;
- Makes regular and decaf coffee in marked large urns. Fill urns 2/3 full. Use 1 ½ cups (white china cups) of ground coffee in each urn;
- Turn on the dishwasher as it needs to heat up for use at the end of the night;
- Arranges 3 tables in L-shape configuration and cover with table cloths (located in locker):
 - first table has cups, saucers, contribution container and sign. Use trolley to move cups and saucers more easily;
 - second table has the coffee urns, one tea urn and two pots of tea;
 - third table is for bakes goodies.
- Puts out cream and milk, sugar, Splenda, stir sticks, a saucer for the used sticks and napkins;
- Puts out one or two pitchers of cold water with ice from ice machine in kitchen;
- Provide Guest Speaker with a glass or jug of water of water, if needed.
- Puts out a trolley and trays for used cups and saucers. Put waste basket beside the trolley;
- Moves loads of dishes in and out of kitchen using the trolley;
- Arranges for 2 members clean-up crew:
 - Put dishes into dishwasher and run it;
 - Clean urns by hand;
 - Puts dishes in proper cupboard;

- Puts all of our materials back in locker and return locker to storage.
- Submits a year-end report for the October newsletter (newsletter@comoxvalleyhortsociety.ca) ;
- Attends the monthly Board Meeting or submits a report to the Secretary in time for the Board Meeting (first Wednesday of every month except July and December).