

Unitarian Universalist Fellowship of Newark, Inc. (UUFN)

Job Description for the Hospitality Team

Preamble

The mission of the UUFN is to be a community of spiritual seekers inspired to create a just and compassionate world. To this end, the Hospitality Team offers an environment on Sunday mornings, and specifically in the form of providing drinks and snacks, designed to stimulate continued conversation following the worship service.

Responsibilities

To carry out its mission, the Hospitality Team:

- Recruits members to carry out its work;
- Organizes those members to carry out the tasks;
- Serves snacks and drinks;
- Sets up beforehand, and cleans up after the serving of food and drink, including washing serving containers and taking out the trash; and
- Communicates needs for supplies to the chair of the Kitchen Team, who will combine this order with that of any other kitchen supplies needed and forward the total order to the Office Administrator for purchase (unitary theory of ordering supplies).

The Hospitality Team should also:

- Submit expense reimbursement requests so that UUFN records reflect the cost of operations and an expectation of funding supplies is not a barrier to recruiting volunteers;
- Submit an annual budget request to the UUFN Finance Committee or Treasurer;
- As soon as practicable after learning of unbudgeted financial needs for the Team, inform the Board; and
- Prepare a written report for distribution at the Annual Congregational meeting.

Revision History

Date	Action
06/15/2022	First draft by JR
06/29/2022	Edits made in view of 6/16/2022 task force meeting
07/23/2022	Further details on order flow for purchase of supplies