

Chief of Hospitality Job Description

Vision:

What you deliver: Great parties and food for competitors and workers.

How you deliver: Make everyone feel welcome, and want to come back next year.

Responsibilities:

Organize food aspects for volunteer's lunches for Friday and Saturday.

Coordinate the Friday night Firefighters spaghetti fundraising dinner.

Coordinate the Saturday night party.

Coordinate the Sunday Awards Banquet.

Chief of Hospitality Checklist:

Pre Event:

- Review this job description with the Chairperson and revise as needed.
- Organize food aspects of the volunteer's lunches.
- Get funds from Chairperson or treasurer and buy food, drinks and ice.
- Coordinate schedules with Chairperson, Clerk of the Course
- Coordinate with city Firefighters for the Friday night party.
- Coordinate with caterer or order and pick up pizzas for Saturday night party.
- Coordinate with facility for Sunday Awards Banquet.

Day of Event:

- Pick up volunteer's lunches and give out accordingly each morning.
- Coordinate and make sure event staff and competitors know where to go and what to do at the fire department Friday night.
- Saturday night Pizza Party
 - Coordinate to make sure banners and signage are in place.
 - Picked up pizza or food/beverages/ice for party
- Sunday Awards Banquet
 - Coordinate with Chief of Sales for staffing if we will need 1 or 2 people and collect meal tickets and money.

Post Event:

- Revise this check list and submit to Chairperson for next year.