

## 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.