**Cider Mill PTA Job Description**

 **Hospitality Committee**

**Meet the Teacher Welcome Back Breakfast**

* Solicit donations from parents during last few weeks of school for breads, muffins, fruit, hot dishes;  buy supplemental items with budget:  Yogurt; granola; bagels (1 dz sliced) with cream cheese and butter; small water bottles; OJ (1 bottle)
* Table cloths; plates, napkins, utensils, cups (hot and cold), bowls
* Set up in Teachers Lounge 7-7:30; Open buffet at 7:45; One person to stay on call to monitor buffet, add items and clean up by 11am

**Veterans day**

* 100-200 veterans, guests and their related students attend two assemblies (8am and 9am).  They will come into the cafeteria for refreshments before and after each assembly.
* Set up at 7:15 in cafeteria, clean up and finished by 10am (lunch starts at 10:30)
* Coffee and pound cakes set up and donated by Chartwells - coordinate with cafeteria manager
* We provide, food, drinks, paper goods, we brought in own decorations for the day (no latex balloons allowed in schools, mylar are ok)
* During event, we assure even flow of people, clean up tables, mingle with vets and passed out t-shirts and hats donated by History Channel.

**Teacher and Staff Holiday Brunch**

* We hold a buffet brunch in the Library Learning Commons - coordinate with library staff to set up and decorate the area the day before
* Use SignUp.com to request and organize volunteers to donate hot items, cold items, baked goods, drinks.  Advertise in Hot Cider, post to FB page, PTA president to send out link in mass email.
* Send out invitation to teacher rep 2 weeks in advance; hang flyer in staff room; confirm number of teachers with office; request any custodian needs with office
* We provide paper goods and bring decorations from our own stock to use for the day
* Day of event we collect donations from volunteers, ask cafeteria to get heaters ready to keep food hot.  Bring up in elevator when needed
* Teachers came in during each of the 3 lunch shifts, we need 4-5 people to replenish buffet, clear tables, clean up dishes at end of day

**School bus Driver Breakfast**

* Each of the 4 schools picks one of the 4 quarterly meetings at Comstock to provide a breakfast buffet. Set up at 8:30,  9:00am people start to arrive, meeting begins at 9:30 (return about 10:30 to clean up)
* We provide food for about 40 people - coffee, juice, bagels, muffins, danish, fruit, and paper goods

**Soup and Salad Lunch**

* We hold a buffet of soups and salads in the Library Learning Commons - coordinate with library staff to set up and decorate the area the day before
* Use SignUp.com to request and organize volunteers to donate crock pots, soups, salads and drinks.  Advertise in Hot Cider, post to FB page, PTA president to send out link in mass email.
* Send out invitation to teacher rep 2 weeks in advance; hang flyer in staff room; confirm number of teachers with office; request any custodian needs with office
* We provide paper goods and bring decorations from our own stock to use for the day
* Day of event we collect donations from volunteers, set up and replenish buffet, clean up by 2pm
* Teachers came in during each of the 3 lunch shifts, we need 4-5 people to replenish buffet, clear tables, clean up dishes at end of day

**Teacher Appreciation Week**

3 events: Health and Wellness Day; Bagged Lunches; Lunch Buffet

Send event flyer to Teacher Rep about 2 weeks in advance; hang flyer in staff room

Health and Wellness Day - Monday:

* Donations from 30-40 people who have previously volunteered to participate (Volunteer Spot)

Bagged Lunch - Wednesday:

* We request parents to donate a bagged lunch including sandwich/salad, or $15 and we will buy the lunch for them.
* Use SignUp.com to get volunteers – email to entire school through PTA president; put request in Hot Cider and on FB page.  If not enough response, have room reps go to classes requesting more volunteers
* Office:  1) find out number of teachers (150); 2) ask for 3 tables outside gym; 3)  ask for two carts to wheel items from north/south drop offs on day of event
* Bags - Red, Yellow, Green bags.  Distribute bags on Monday after/during that event to students whose parents volunteered to make lunch.  We purchase lunches with donated money.
* Afternoon before event, set up tables in lobby with coordinated colored table cloths and signs (made by Helping Hands)or container to collect them from children as they enter the building

Lunch – Friday:

* Same process and timing as Holiday brunch - ask for hot and cold lunch items, drinks and desserts.
* Coordinate with bagged lunch for requests, flyers, etc.
* Use remaining Hospitality budget to buy items for Teacher Treat Table - gum, mints, toiletries, candies, small single items, and gift cards (also ask parents to donate these items).

**Art Show Refreshments**

* We provided cheese, crackers, grapes, cookies, bottled water - purchased from Costco
* We put food on the trays
* We stayed in the teachers’ lounge and replenished the trays for the Helping Hands kids to pass.