

Napa Valley Nursery School



JOB: Meeting Set Up/Hospitality

TEAM: Vice President

LAST UPDATED/CHANGED: April 2019

JOB DESCRIPTION:

- This jobholder is responsible for set-up and break-down of:
 - *All Parent Meetings*
 - *Parent Information Night*
 - *Finale (even if child is not participating in finale, personally)*
- Responsible for preparing for and attending Fall Frolic and Spring Fling (ask Board if these events will take this year)

JOB DUTIES:

- Arrive in advance of all monthly Parent Meetings (6:00 pm), Parent Information Night and Finale to set up meeting: chairs, tables, coffee, agenda distribution, etc.
- Break down and clean up after monthly Parent Meetings.
- Coordinate and attend Fall Frolic (*if taking place this year*)
- Coordinate and attend Spring Fling (*if taking place this year*)

JOB REQUIREMENTS:

- Attend all Parent Meetings (**in the event of an absence, this jobholder must arrange a substitute in advance to fulfill their duties.*)
- Participate in one Housekeeping Saturday per year.
- Participate in End-of-Year Cleanup.

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General Information:

- The Meeting Set-Up Parent is essentially responsible for two main components of each parent meeting: beverage/food service, & table/seating arrangement.
- In general, the hour time commitment of this job is quite low, additional assistance with school functions/meetings is appreciated.

Parent Meetings

Arrive at 6pm. The school rooms should be unlocked. If not, find the Director or a Board member to unlock them for you. The following two components can be performed in whichever sequence you choose, or simultaneously (particularly if there are two of you).

#1 Beverage/food service -

- Begin filling water dispenser to $\frac{3}{4}$ full from the filtered tap at the sink in Room 1 (it is quite slow). Later you will add ice from the Room 3 freezer (Kagawaa Room), lemon slices optional.
- Collect supplies in Room 1 - coffee maker, coffee filters, ground coffee, tea bags, sugars/sweeteners, creamers, and small spoons. Take to Kagawaa Room.
- Brew coffee in the Kagawaa Room on the stainless steel countertop in the pass through window (this is where food and beverage will be set up).
- When you return to Room 1 for the (hopefully) $\frac{3}{4}$ full water dispenser, then begin filling the instant hot water kettle for tea. Once full, take it to Kagawaa Room and heat it there.
- Go to Shed 1 and collect paper goods/supplies (we like to leave Room 1 stocked for the morning class) - napkins, hot cups, water cups, and appetizer plates). Take to Kagawaa Room. Keep the packaging basically intact for unused supplies at the end of the night.
- Check the school refrigerator in Room 2 for $\frac{1}{2}$ & $\frac{1}{2}$ or milk for coffee & tea service. The little stainless pitchers in the Kagawaa kitchen (upper cabinet behind the door) work well for dispensing it.
- Set out all beverage service items in Kagawaa Room on the pass through counter: water dispenser and paper cups, napkins, coffee maker, water kettle and hot cups, tea bags, cream and creamers, sugar other sweeteners, small plate for dirty spoons, etc. Use the dishes in the Kagawaa kitchen as needed.
- If parents bring food items to share (feel free to bring a food item, too), set out appetizer plates and more napkins on the round folding table next to the counter.

#2 Table/seating arrangement -

- Ask the director for the specific table and chair arrangement required for the evening, as well as any other special instructions.
- Take a picture on your phone of the Kagawaa Room before you begin rearranging the tables and chairs. The room is to be left at the end of the night similar to the way it was found.

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- Arrange the tables and chairs per Director's instruction.
- Put out agendas and any other flyers to be distributed, placing one on each chair. These will be from the school President and possibly other Board members.

At the end of the meeting, return tables and chairs to prior arrangement, clean up any paperwork/trash left, clean up all remaining food and beverage, and return unused supplies to where they were found.