

**SCOTT ARBORETUM SELECTIONS - FALL SALE
VOLUNTEER JOB DESCRIPTION**

FOOD CHAIR

The Food Committee arranges for beverages, snacks, and lunch to be available for volunteers and staff who are working during Plant Sale set-up week as well as during the preview party and actual sale.

- Solicit Food Volunteers to assist in helping in the “kitchen” (especially during plant sale preview and sale days)
- Set up coffee, hot water for tea and snacks for morning break Monday through Saturday with more coffee on Saturday. Arrange for vendor (e.g. Dunkin Donuts) to deliver boxes of coffee and complimentary or discounted donut holes. Fruit and other healthy alternatives to be purchased ahead of time by Jacqui.
- Refresh cold beverages, coffee, tea. Provide jugs of cold water with recyclable/compostable cups. **NO BOTTLED WATER.**
- Set up tablecloths, paper products, cups, napkins and miscellaneous items in break tent for a hospitable break time atmosphere.
- **DURING SALE** volunteer break area serves as a rest/refreshment space allowing for camaraderie in a cafe atmosphere. Food volunteers will keep tables clean and oversee trash accumulation and removal of trash and recycling. In the past, extra steps have included adding informal fresh flowers on tables.
- Coordinate with Logistics to receive tables and chairs (quantity TBD - supplied by College) for food service use. Make sure there are trash and recyclable containers available in your area.
- Maintain four ice chests for beverages from Scott and two additional to store/chill perishables and sandwiches. Ice is available from the Wister Center or purchased as needed by arrangement with Jacqui and staff.
- Chair (and Vice Chair should alternate days so one is?) always present during set-up and sale hours.

GENERAL EXPECTATIONS:

- Attend all general Fall Sale meetings with staff and other committee chairs (typically two prior to the event and one following).
- Reach out to individuals who have expressed an interest in serving on your committee as relayed to you by staff or Volunteer Coordinator.
- Assist with the development of the budget based on your committee needs and function and/or work within the budget parameters.
- For any purchases made on behalf of the Fall Sale, submit receipts on completed expense reimbursement form.
- Submit final report by deadline requested to document committee efforts.
- Send thank you notes to volunteers serving on your committee (cards and envelopes supplied by Arboretum).