

Bishop's Peak Elementary School  
**Hospitality Chair**  
Job Description/Procedures

1. Coordinate parents to provide refreshments and fresh flowers on the first Monday of every month (September through June) in the Teacher's Staff room.
2. Provide School Secretary with the names of parents who contribute food each month to be recognized in the school newsletters (emailing info. is preferable - [sjohnson@slcusd.org](mailto:sjohnson@slcusd.org)).
3. With the VP, coordinate coffee and refreshments for the three Principal's Coffees held in the school Library. (The first is held on the morning of the first day of school, and the other two are spaced throughout the year).
4. Coordinate food for the Staff Luncheon held generally in the month of November on a staff development day.

Each year a Hospitality sign-up sheet is made available to parents, and there are always a sufficient number who wish to contribute. The Volunteer Coordinator will provide the Hospitality Chair with a listing of the parents who have signed up to help. **The primary job of the Hospitality Chair is to organize the parent help, and this may be done via email or phone.**

The monthly refreshments provided in the staff room may be in line with a specific theme, or simply something tasty (and nicely displayed) to remind them of how much they are appreciated.

The three Principal's Coffee's are coordinated by the Bishop's Peak PTA VP, and it is simply the **job of the Hospitality Chair to request muffins, fruit, and other breakfast foods to be delivered that morning to the Library.** (30 to 40 parents generally attend on the first day of school, and 10 to 15 for the other two Principal's Coffees). *Please note that the PTA has a 100 cup coffee maker which is stored in the BP PTA Room. However, Starbucks has been donating coffee for this event.* Here are some things to keep in mind:

- Helpful to secure volunteers to help set up and clean up
- Smaller plates and cups are a good idea- less food and drink are wasted
- Have wipes available for quick and easy clean up
- It is helpful to have baggies for putting extra food and even taking things home to wash. While nice to have the sink off the teacher's lounge, it is hard to wash well without splashing water everywhere.

The Staff Luncheon in November is scheduled by the School Secretary (generally on a Friday which is also a teacher workday). Check with School Secretary for number of teachers and staff who will be present. Decide on a theme (i.e. soup and salad, Italian food, Taco bar, etc.) and coordinate parents to bring items needed. It is also possible to use funds\* from the Hospitality budget (check with PTA President) for exact amount, if necessary, and order food from a local restaurant – Nucci's is a favorite). *\*If possible, it is best to have parents contribute items rather than using funds from Hospitality budget.*