

BANGALOW GARDEN CLUB

CATERING TEAM ROLE DESCRIPTION	Effective Date: November 6, 2024
Written by: Carol Lea	Version 3 Date: November 6, 2024

Afternoon tea is served at the end of monthly Wednesday Garden Club meetings and Saturday afternoon garden visits. It is a highlight of these occasions.

The catering Team consists of 3 members who coordinate these afternoon teas.

The team can jointly coordinate or divide the roles as they see fit.

Members are asked to provide their cups at Wednesday meetings.

Members are asked to provide their cups and chairs on Saturday Garden visits.

Wednesday Meetings

Food for this afternoon tea is provided voluntarily by club members.

All members are encouraged to contribute to the afternoon tea **once or twice a year**.

If a member volunteers to provide afternoon tea but is unable to provide a plate on the day, they organize for another member to replace them.

Catering lists for monthly catering are circulated at meetings as necessary with volunteers electing to provide a sweet or savoury plate.

Traditionally, the garden club committee caters for the February meeting.

The Catering Committee

- sends an email of the list for the upcoming month to the editor of the club newsletter two weeks before the meeting
- contacts volunteers to remind them of their afternoon commitments
- purchases milk, tea, coffee etc and transports these to the Wednesday meetings
- sets up the urn, tea, coffee etc and receives and sets up food supplied by volunteers
- delivers a verbal catering report at the Wednesday meeting and circulates the catering lists then
- requests assistance where necessary with serving and clearing of afternoon tea
- launders tea towels, tablecloths and fly nets
- removes and disposes of rubbish from afternoon teas
- supplies the club's Treasurer with receipts for expenditure, the Treasurer reimburses this.

Saturday Garden Visits

The afternoon tea for these events is provided on a casual basis.

Members travelling to these events, provide one plate of afternoon tea per car.

The catering committee member provides the urn and brings a separate supply box and milk.

The urn and supplies are set up in an area designated by the garden owner.

After the visit, they tidy up, pack away supplies, and remove and dispose of rubbish.

They launder used linen ready for the next visit.

The cost of supplies purchased is reimbursed by the Treasurer on the provision of receipts.