



FOOD AND BEVERAGE CHAIR JOB DESCRIPTION

Position Summary:

Food and Beverage Chair is responsible for contacting local companies to donate any drinks (pop, juice and water, beer and wine, etc.). Also get bids from several caterers for the event and order tables and linens, including tables and linens for the entire event (in coordination with Logistics Chair). Due to liability insurance, events ***must be catered by a licensed caterer.***

Accountable to:

CnC Event Chair

Responsibilities:

- Pick up ice if it cannot be delivered
- Arrive at event site at least two hours prior
- Set up tables and linens. Also plates, napkins and utensils if not provided by caterer
- Put ice and pop/juice/water in troughs
- Help other Chair(s) set up while waiting for caterer
- When caterer arrives, help get him/her situated
- EVERYTHING must be ready by VIP arrival time
- Keep food rotating and pick up and clear or empty plates.
- If needed, help caterer clear tables
- Clean-Up after Event
- Have Tables delivered the evening before and picked up the next morning if possible
- Keep well informed of issues before the Committee
- Must take part in discussion and action on all business of Local CnC
- Attend majority of Committee Meetings.
 - If you cannot attend a Meeting, please inform the Chair in advance
- Make announcements, as needed
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)

Requirements:

Advisor should be a past Event Chair and/or someone with intimate knowledge of the organization and its mission/goals.

Revised 11/2014