



Job Title: Hospitality Assistant
Reports to: Susan Friese
Status: Volunteer, As Needed

POSITION SUMMARY

If you enjoy hosting people for events and welcoming them with food and drink, volunteering with hospitality is the right fit for you! Hospitality assistance sign up to assemble food and drink for myriad events held at Literacy Connects, including trainings, lunches, meetings and more! Volunteers work to set up events and report purchase needs for future events. *No personal purchasing or cooking is required.*

ESSENTIAL FUNCTIONS

- Use the Literacy Connects Google calendar to sign up for a read details of events
- Communicate with staff to learn the details of an event
- Set up food and drink in a welcoming and sanitary way for volunteer enjoyment
- Report to staff any needs for more food, drink or paper/plastic items after each event

QUALIFICATIONS

- Prior attendance at a Literacy Connects Info Session.
- Observation and shadowing of hospitality at events
- Must be at least 18 years old
- Must be flexible and reliable with different days and times
- Must be able to stand for extended periods of time

Hours: Variable and flexible; events happen throughout the year, and each event has a different set up and time. August-February have many opportunities for involvement.

Interested? Attend a Literacy Connects Orientation: <http://literacyconnects.org/volunteering/>
Still have questions? Contact Susan at sfriese@literacyconnects.org

Website: www.literacyconnects.org