

**Fort Sackville Foundation**  
**Tea Room Coordinator—Volunteer Job Description**

A member of the Fort Sackville Foundation (FSF), the volunteer Tea Room Coordinator:

- reports to the Executive Committee.
- hosts a meeting with all potential weekly or semi-weekly coordinators to discuss summer schedule, recruitment, responsibilities, pricing and training.
- recruits volunteers to serve as weekly or semi-weekly coordinators for the tea room.
- establish a schedule, with input from coordinators, for the summer. Weekly or semi-weekly coordinators will recruit their team(s) for the week and train as appropriate.
- prepares an estimate for annual budget deliberations.
- arranges for initial supplies (i.e. tea, doilies, sugar, napkins, jam, etc.) for the tea room and cleaning supplies (rubber gloves, dish soap, etc.) and ensure that all cleaning supplies are available throughout the summer.
- arranges with the treasurer for a \$50 cash float for the cash box, and a \$50 small cash change float for storage in the office.
- develops with coordinators procedures for cleanliness, dishwashing, money handling, serving and clean up. Post information in the kitchen.
- develops with coordinators menu pricing and serving sizes. Posts in the kitchen.
- arrange the initial set up of the Tea Room prior to opening.
- ensures that all coordinators have a copy of the summer schedule and contact information for other coordinators.
- ensures the daily cash receipts and order books are given to summer staff and that the number of daily Tea Room visitors is noted so statistics can be provided in the report to the Executive Committee.
- holds an evaluation meeting with all coordinators in the fall to receive their feedback, discuss the next season and to assist with your report to the Executive Committee.
- submits an annual report to the Executive Committee. The report should include a list of all volunteers, the success and challenges of the Tea Room and recommendations for any changes in the future.