

HAVANT RUGBY FOOTBALL CLUB
GROUND: HOOKS LANE, FRASER ROAD,
BEDHAMPTON, HAVANT, HANTS. PO9 3EJ
TEL: 023 92492311 / 92477843

MINI & JUNIOR SECTION

POSITION DESCRIPTION

LOCATION	Havant RFC Mini and Junior Section
POSITION TITLE	Hospitality Co-ordinator

PRIMARY FUNCTION:

To organise and manage the sale of sweets and non alcoholic drinks for and on behalf of the Havant RFC Mini and Junior Section.

SECONDARY FUNCTIONS:

To be a member of the Havant RFC Mini and Junior Section Management Committee.

To liaise with the Club Manager with respect to the provision of post match meals.

To organise the annual Christmas Party for specified mini age groups.

To organise the annual coaches' Curry Night.

Tasks:

Ongoing:

- Attending monthly Havant RFC Mini and Junior Section Management Committee meetings.
- Deciding what sweets and drinks to sell in the Mini Bar.
- Purchasing items from Bookers as required, paying with the 'Mini Bar' bank account.
- Maintaining a good level of stock paying due regard to the shelf life of items.
- Keeping basic accounts, showing income and expenditure.

Sundays (or as required):

- Arriving by 09:30 a.m. Organising stock for the day using nominated age group helpers to set up the 'Mini Bar'.

- Ensuring nominated age group helpers are briefed on their responsibilities.
- Supervising packing away of all stock at 01:00 p.m. when the 'Mini Bar' is to be closed.
- Ensuring nominated age group helpers clean up all rubbish originating from the 'Mini Bar' in the main bar area and in the stand, disposing as necessary in plastic bags in the skip in the main car park.
- Checking all takings and paying into 'Mini Bar' bank account.

Mini Festival

- Attending Mini Festival sub committee meetings as required.
- Notifying Age Group Managers of
 - * (1) Personnel requirements in good time to fill rotas.
 - * (2) Which picnic food to provide for sale at the Mini Festival.
- Estimating food, condiments etc as required and placing orders.
- Arranging for help with a large van to Bookers for a large quantity shop.
- Arranging cash float monies with the Treasurer.
- Supervising all cash floats throughout the day.
- With assistance as organised, checking all takings and banking as soon as possible.
- Providing the Mini Festival organiser and treasurer with copies of the accounts showing income and expenditure as soon as possible following the event.

Fun Day/ Christmas Party/ Coaches Curry Night

- Co-ordinating the catering requirements as required according to the event. This may include arranging the food, organising a rota of helpers, ensuring the Club kitchen staff sell hot drinks only. Finally, banking all takings where appropriate keeping customary records of income and expenditure.

Deborah J Morgan

Chairman
 Havant Rugby Club Mini & Junior Section
 5 August 2004

