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| Document | **Hospitality -- NSC Job Description** |
| Version  | 4.0 |
| Date | June, 2014 |

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| Job Name | **Hospitality** |
| Summary | Ensure that workers have beverages and snacks throughout the meet. |
| Pre-Meet | □ If at a site with morning and afternoon sessions, talk with other NSC rep to coordinate shopping. **The morning session rep should buy supplies for the whole day.**□ Obtain all necessary supplies listed below.□ City meet NSC rep should collect leftover supplies from Classic meets NSC rep |
| During Meet | 1. Fill cups with beverages2. Fill cups with snacks3. Place beverages and snacks on tray4. Every 15-30 minutes have volunteer bring tray around to all officials and timers on deck |
| Post-Meet | □ If morning session, ensure transition to afternoon session rep.□ If afternoon or only session, clean up hospitality area and arrange for return of any supplies□ Submit receipts to NSC treasurer for reimbursement.□ Report to Meet Director regarding any needs or quantity issues for future meets. |
| Supplies | □ 1 large cooler for ice and water storage.□ Buy 3 bags of ice (for each session)□ Buy 4 cases of bottled water (for each session)□ Buy 4 large bags of candy for each session (hard candy like Jolly Ranchers; no chocolate or other meltable candy).□ Buy 4 large bags of salty snacks for each session (pretzels, goldfish, or similar, NO NUTS due to possible allergies).□ Buy small paper cups to distribute snacks for each session (minimum of 150 cups)□ Buy small cups for beverage distribution for each session (minimum of 150 cups)□ Bring several trays/box lids from team or home for serving of snacks and beverages. |