

Document	Hospitality -- NSC Job Description
Version	4.0
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Job Name	<b>Hospitality</b>
Summary	Ensure that workers have beverages and snacks throughout the meet.
Pre-Meet	<ul style="list-style-type: none"> <li><input type="checkbox"/> If at a site with morning and afternoon sessions, talk with other NSC rep to coordinate shopping. <b>The morning session rep should buy supplies for the whole day.</b></li> <li><input type="checkbox"/> Obtain all necessary supplies listed below.</li> <li><input type="checkbox"/> City meet NSC rep should collect leftover supplies from Classic meets NSC rep</li> </ul>
During Meet	<ol style="list-style-type: none"> <li>1. Fill cups with snacks</li> <li>2. Place water bottles and snacks on tray</li> <li>3. Every 15-30 minutes have volunteer bring tray around to all officials and timers on deck</li> <li>4. Every hour circle the deck and collect trash (i.e. empty water bottles and cups)</li> </ol>
Post-Meet	<ul style="list-style-type: none"> <li><input type="checkbox"/> If morning session, ensure transition to afternoon session rep.</li> <li><input type="checkbox"/> If afternoon or only session, clean up hospitality area and arrange for return of any supplies</li> <li><input type="checkbox"/> Submit receipts to NSC treasurer for reimbursement.</li> <li><input type="checkbox"/> Report to Meet Director regarding any needs or quantity issues for future meets.</li> </ul>
Supplies	<ul style="list-style-type: none"> <li><input type="checkbox"/> 1 large cooler for ice and water storage.</li> <li><input type="checkbox"/> Buy 3 bags of ice (for each session)</li> <li><input type="checkbox"/> Buy 4 cases of bottled water (for each session)</li> <li><input type="checkbox"/> Buy 4 large bags of candy for each session (hard candy like Jolly Ranchers; no chocolate or other meltable candy).</li> <li><input type="checkbox"/> Buy 4 large bags of salty snacks for each session (pretzels, goldfish, or similar, NO NUTS due to possible allergies).</li> <li><input type="checkbox"/> Buy small paper cups to distribute snacks for each session (minimum of 150 cups)</li> <li><input type="checkbox"/> Bring several trays/box lids from team or home for serving of snacks and beverages.</li> </ul>