



JUNIOR LEAGUE OF BUFFALO

Women building better communities

JOB DESCRIPTION

Title: Café Chair
Café Co-Chair
Café Sustainer Co-Chair

Goal: The Chairs are responsible for the complete set-up and operation of the Café. Positions require the member to be at Show House when it is open on a regular basis. Weekend availability is necessary as the house is the busiest on those days.

Duties:

- Works with the Executive Chair to determine the extend of what will be served
- Drafts and sends letters soliciting companies for food and refreshments
- Creates a plan to be certain that the Café is adequately stocked with food and refreshments daily
- Determines the prices of the items to be sold
- Secures refrigerator storage, as necessary
- Works with the Executive and Café Committees to determine the name of the Café
- Secures tent, flooring, tables, chairs, etc.
- Secures music for atmosphere
- Arranges for heating and lighting of tent
- Recruits and trains Café Committee regarding the operation of Café
- Prepares an informational sheet to be kept in the Café for reference
- Arranges for committee members to pick-up food to sell each day, if applicable
- Works with the Boutique Committee to secure flowers to be sold
- Writes thank you notes to all donors
- Plans takedown of Café and pick-up of all items
- Works with the Show House Treasurer
- Café Sustainer Co-Chair should also have a flexible schedule and should be willing to assume or assist with many of the tasks listed above

Time Involvement:

- General meetings monthly-Actives
- Steering Committee meetings
- Placement hours will vary
- Daytime availability
- Weekend availability

Experience:

Would suggest this position for a member who has strong organizational and people skills.