The Probus Club of Rouse Hill Inc.

Role Description – Hospitality Officer – Issue Date Feb 2026

The duties of the Hospitality Officer are as follows:

- Reports to Management Committee as required.
- Recruits volunteers to assist with morning teas, meeting and greeting members on arrival or other required activities. This is usually achieved by the use of a volunteer book placed on the morning tea table.
- Arranges rosters for volunteers and allocates tasks
- Purchases stock for morning teas or other required activities
- Stores stock as required
- Ensures availability of equipment and brings to meetings as required.

Hospitality at a General Meeting Involves:

- Arriving at the venue at 9.00 am to assist in putting out food
- Helping with the service of tea and coffee at the Morning Tea table prior to the commencement of the meeting
- Clearing the table ready for the meeting to commence at 10.00 am.

Meeting and Greeting involves:

- Two volunteers each month should be available to arrive at 9.00 am to welcome members and visitors
- Giving all arrivals a raffle ticket for a chance to win the “lucky door prize
- Ensuring that all arrivals’ names are recorded on the sign in sheet.