

Brentwood Christian School
PTF Coordinator Job Description

Leadership Title: Workroom Hospitality Services Coordinator

Overall Job Description: Responsible for keeping the teachers' workrooms stocked with adequate refreshments.

Essential Duties and Responsibilities – In order to receive the full 20 credit hours, you must complete the following:

1. Purchase supplies for lower elem., upper elem., and secondary teacher workrooms preferably in bulk from Sam's or Costco as this is more cost effective. Use tax exempt form for purchases.
2. Stock or recruit volunteers to stock workrooms bi-weekly (not according to depletion of snacks) with bottled water, coffee, and snacks. In accordance with the Mayor's Fitness Council, provide fresh fruit along with the other snacks at least once a month.
3. Remain within monthly budget set by PTF Board.
4. Attach original and copy of receipt to completed reimbursement form. Give to Mrs. Clark in envelope addressed to Treasurer, Denise Riley. (Reimbursements will only be made from original receipts)
5. Pick up reimbursement checks within 2 weeks from Mrs. Clark.
6. Document work to pass on to future Workroom Hospitality Coordinators.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability recommended.

Talents/Skills/Experience:

- Organization and Planning Skills
- Written and Verbal Communication Skills
- Basic Math skills

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