

Class Hostess Job Description

The Class Hostess is responsible for assisting the class instructor and the students. The Hostess should:

1. Arrive at the classroom no later than 8:30 to greet the teacher and help set up the classroom.
2. Set up the classroom by distributing extension cords and irons. Plug in irons at teacher's direction.
3. Take attendance as enrollees arrive and provide nametags.
4. Distribute scrap bags for fabric and thread scraps. Collect scrap bags at end of day, and make ready for reuse for the next class.
5. Assist teacher in distributing handouts, holding quilts, etc.
6. Provide bottled water for the teacher. Share menu with the teacher, order and pick up the teacher's lunch, and clean up after lunch. Provide 30 minutes for lunch. Submit receipts for reimbursement.
7. If requested, assist teacher in selling patterns, books, supplies, etc., keeping track of sales and monies.
8. Begin clean-up one hour before the end of class.
9. If needed, help teacher pack up supplies, quilts, etc.
10. Return extension cords and irons to supply closet.
11. Leave room in condition ready for the next event.