

Emsworth Horticultural Society
Distribution Hut Team - Jobs List 2020

Jobs	When to be done	Can be done by	Notes	Name
Volunteer organiser				
Compile rota	Dec/Jan	Computer literate team member	Excel spreadsheet or similar	
Volunteer contact details	Ongoing	Computer literate team member		
Distribute rotas	Dec/Jan	Computer literate team member	Mainly by email	
Answer queries from vols	Occasionally	Computer literate team member		
Stock Management				
Maintain stock acc to demand	Ongoing	Stock manager		
Check stock levels	Weekly	Key holder, SM or other team member		
Monitor the legal status of horticultural chemicals	When necessary	Computer literate team member	Use RHS advice	
Order new stock	When necessary	Stock manager		
Check deliveries against invoice	When necessary	SM or Team member		
Price stock	When necessary	Stock Manager	Excel spreadsheet	
Pass invoice to treasurer	When necessary	SM or Team member		
Arrange stock take	Annually/Dec	Stock manager	Excel spreadsheet	
Prepare valuation of stock	Annually/Dec	Stock manager	Excel spreadsheet	
Review which items are not selling and decide what to do with them	When necessary	Stock manager		
Update labels	When necessary	Computer literate team member	Good printer necessary	
Update wall display	When necessary	Computer literate team member	Good printer necessary	
Print labels	When necessary	Computer literate team member	Good printer necessary	
Oversee storage of stock	When necessary	Team member		
Weigh up loose fertilisers etc	As necessary	Team member	Not to be done on Sundays	
Label packed goods	As necessary	Team member		
Prepare advice notes	As necessary	Team member		
Oversight of security				
Oversight of security	Ongoing	Chair of sub-committee		
Keep track of keys	Ongoing	Volunteer manager		
Treasurer				
Arranges for float	Weekly			
Collects and counts takings	Weekly			
Buys duplicate books	As necessary			

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Prepares accounts	Annually			
Pays for goods received	On receipt of invoice			
Sub-committee members				
Chairs meetings	Quarterly	Chair		
Reports to main committee	Quarterly	Chair		
Prepares agenda	Quarterly	Chair or minuting secretary		
Oversight of running of hut	Ongoing	Chair		
Oversight of H &S at the hut	Ongoing	Chair and VM		
Write piece for newsletter	Quarterly	Team member		
Keeps spare keys	Ongoing	VM		
Maintenance				
Cleaning roof lights	Annually	Employ window cleaner		
Running repairs	As necessary	Team member or ther		
Gas cylinder maintenance	As necessary	Team member		
Fire extinguishers	Turn monthly, annual check	Team member		
First aid box	Annually	Team member		
Keyholders				
Open hut	When on duty			
Serve members	When on duty			
Give advice to members	When on duty		Consult books or advice notes if unsure	
Direct volunteer helpers	When on duty			
Keep hut clean and tidy	When on duty			
Dispose of rubbish	When necessary			
Feedback to SM re stock	After duty			
Lock-up hut	End of duty			
Report H & S concerns to Chair	If necessary			

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Volunteers - Store					
Serve members, check their order note against what they have picked up	For each customer				
Give advice to members	On request				
Volunteers - desk					
Take orders, write bills	Each customer				
Collect money	Each customer				
Check membership card is valid	Each customer				
Register and renew membership	On request				
Seed orders					
Distribute order forms and catalogues	October	Team member			
Advertise seed ordering process in newsletter and website, set deadline	October	Team member			
Receive orders and payment	Oct - Jan	Team member			
Receive seeds	Jan/Feb	Team member			
Arrange for buyers to collect orders from Hut	Jan/Feb	Team member			
Seasonal orders					
Order seed potatoes	Oct	Team member			
Order overwintering onion sets, garlic and broad beans	Aug, Sept, Oct	Team member			
Calculate and display costs	On receipt of invoice	Team member			
Prepare customer's order forms for potatoes	Oct	Team member			
Check delivery and pass invoice to treasurer for payment	Oct, Jan, Feb	Team member			

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Bookshelves	Check display etc				