

Tea Room Committee Guidelines

Sept. 1, 2021

The Tea Room is the PFLA ice cream shop located in the Association's Gate Lodge. Also housed in Gate Lodge are the second-floor rental apartment and an unoccupied apartment once used by PF's social directors. The office, PFLA Museum, PFLA Gift Shop, the Tea Room kitchen and a storage room are located on the first floor. The Tea Room Committee uses the Tea Room, kitchen and the gift shop.

Hours of operation in the Tea Room have varied throughout the years, reflecting varying demand. While hours will always be flexible, currently, a "soft opening" is held on Memorial Day weekend — Saturday and Sunday nights — followed by hours on Saturday nights during June. The official opening is the weekend of the Annual Meeting, generally the last weekend in June. During the summer season, we have traditionally been open seven nights a week, until the closing night on the Sunday of Labor Day weekend. Our most recent hours of operation have been:

Friday and Saturday — 7-10 p.m.

Sunday through Thursday — 7:30-9:30 p.m.

Staffing currently consists of a paid employee who works Tuesday through Saturday for \$15/hour; a teen volunteer to assist on Friday and Saturday, who is given a \$15 tip per night, and adult volunteers to cover Sunday and Monday.

The Tea Room is a service provided for members; it's not a business. Its mission is to provide a friendly, cheerful place for casual mingling and socializing. Our goal is to cover expenses. The Association pays for utilities, maintenance and improvements. We cover the expense of the ice cream, related supplies and labor by charging a somewhat-less-than-market price for our products. Through careful management of our expenses, we often have a modest profit at the end of the season, which becomes part of the PFLA contingency fund.

On occasions, the committee has contributed some of this money to nonprofit organizations on behalf of PFLA or to support special events sponsored by the Association. Because we are a budget-neutral operation, we do not have a line in the Association's budget. We do provide the Finance Committee with a projection of our expected expenses and anticipated income.

Tea Room Committee members are allowed to have keys to the Tea Room, which should not be copied and should be returned when they leave the committee. The Committee chair will keep the Property Committee updated on who has keys.

The Tea Room is available for members to rent for personal uses and for Association events and meetings. The Tea Room Committee is not responsible for these uses but would like to be informed of such uses and requests that the facility be left in the condition in which it was found.

The PFLA Gift Shop contains a small supply of PFLA branded apparel and donated nearly-new items and occasionally, consignment items for sale by members or friends.

Emergency information:

Call 911 for medical or police emergency.

AED device is located in the outside ladies' restroom.
For minor injuries, there is a first aid kit on the shelf under the microwave.
For maintenance issues or emergency, call the Caretaker during the day, or the Property Committee chair after hours.

Address:

103 Beach Road
Cresco, PA 18326 (on Route 191, 1.5 miles north of the intersection with Route 715 in Henryville)

Important contacts:

Pocono Mountain Dairy 570-643-9838 account #891 Order Monday for Thursday delivery

Keyco Warehouse Outlet, 823 Ann St. C., Stroudsburg, PA 18360
Paper supplies, cones, syrups, candy

Amazon

Candy

Costco and BJs

Candy

Moritz Embroidery Works 800-533-4183

PFLA shirts, other apparel — Order in the spring for start-of-the-season delivery

Tasks:

Cleaning — The Association pays for a deep cleaning before the season and midway through. Every Friday, the caretaker mops the floor. Tea Room employees and volunteers are responsible for wiping down the counters and tables, sweeping the floor and emptying the trash daily.

Employee — Hire summer employee, orient and supervise them, begin the search in the winter; get commitment and paperwork done in the spring.

Volunteers — advertise for volunteers and provide orientation; cover the shop yourself as needed

Stock paper goods — paper towels and trash bags are provided by the Association and distributed by the caretaker. Replenish candy, ice cream, gift shop items as needed.

Laundry — towels and aprons

Gift Shop — set up, clean, price and display items

Tea Room — set up, clean, decorate and stock with books, magazines, games, puzzles, etc.

Signage — make as needed

Clean and close at end of the season.

Beach soda machine — The Association owns the soda machine at the beach. The expenses and income from the machine are recorded under the Tea Room. Because the amount of soda sold is relatively low, the soda is purchased by the Tea Room Committee rather than supplied by Coke. The caretaker fills the machine and collects the money.

Bookkeeping — collect and deposit income; track and reimburse expenses; send bills for members' tabs

Communication — Board reports; information to The Spray each week

Coordinate with other committees for activities and special events

Current committee members:

Miriam Bauers, chair

Recruit, hire, orient and supervise employees and volunteers; work when needed

Order/purchase ice cream, candy, paper goods

Launder towels and aprons

Set up for the season opening and close at end of the season

Coordinate with Communications Committee for relevant information-sharing

Coordinate with Beach & Rec Committee for activities

Send out members' tab invoices

Write Board reports

Beth Reindl,

Handles payroll

Collects and deposits income, pays bills, tracks expenses,

Helps with laundry, purchase of supplies, season set up and break down

Purchases soda for the beach machine, covers Tea Room as needed

Debbie Linders

Season set up, signage, decorating, special events, covers Tea Room as needed

Art Seagraves

Health and safety consultant, covers Tea Room as needed

Nolan Olson

Designs and orders T-shirts and sweatshirts

Young adult and youth consultant