

Napa Valley Nursery School

Together We're Better



... NAPA VALLEY ...
NURSERY SCHOOL

JOB: Domestics Buyer

LAST UPDATED/CHANGED: April 2019

Team Leader: Classroom Operations

JOB DESCRIPTION:

This job is responsible for purchasing all domestic and art supplies for NVNS (make sure to adhere to current budget).

JOB DUTIES:

- Maintain stock of domestics (paper towels, toilet paper, cups, napkins, etc.) and organize on a regular basis (Shed 1).
- Make purchases on a weekly basis according to NVNS Domestics Inventory list.
- Maintain an NVNS Domestics Inventory list of supplies on hand.
- Regularly communicate with the Director regarding art supply inventory.
- Oversee maintenance and organization of Shed 1 and Kitchen cupboards in Room 1 (Cabinets 1, 2 and A, B, C).

JOB REQUIREMENTS:

- Attend monthly Parent Meetings.
- Participate in one Housekeeping Saturday per year.
- Participate in End-of-Year Cleanup.
- Good organizational and planning skills.
- Transportation for purchasing items and bringing to NVNS.
- Budgeting skills. Please refer to current budget for total yearly allowance for all supplies
- This job requires out of pocket spending that is reimbursed when receipts are submitted to the Treasurer.
- It is very helpful if jobholder has a Costco card.

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General Information

- Bring the first purchased Domestic goods needed before the first parent meeting to have on hand for the start of school.
- Responsible for purchasing and maintaining the 'domestic' stock of the school.
- In addition, this jobholder must communicate with the Director on a regular basis to maintain an adequate art supply inventory.
- The Arts/Domestics parent maintains organization of Shed 1, Room 1 kitchen cabinets and art and paper shelves.

Art Supplies

- The Director will communicate with you to let you know when art supplies are needed.
- Art purchases are generally made under the direction and guidance of the Director. Periodically, the Director will let you know that a specific item is needed and ask that you locate and purchase it.

Domestic Supplies

- There is a small clipboard hanging inside Cupboard B in Room 1 where the Director and other parents will note domestic supplies that are running low. Make sure to check this clipboard on a regular basis.
- You will need to inventory Shed 1, Cupboard B (Snack Cupboard), Bathroom shelves, and locked cabinet under Room 1 sink on a weekly basis. Count the items in stock and compare to the NVNS Domestics Inventory list. Purchase only the items for which the combine stock is below the minimum inventory noted on the sheet.
- Purchasing for domestic supplies may need to happen on a weekly basis to ensure that the inventory of domestic supplies is neither too low nor too high.
- You may purchase domestic supplies at whatever store(s) are most convenient for you provided the items meet the specification listed on our inventory sheet and are lowest available price. NVNS has a charge account at C&C Distributing (the Salami Lady) on Iroquois Street. 257-2274. *Only some items are be purchased here*). Please use stores such as Costco, Walmart, discount stores, etc.

Shed 1 & Room 1

- On a monthly (or more frequently, if needed) basis, you will need to spend time straightening and returning items to the proper place in Shed 1 and the art/paper cupboards (under windows) in Room 1. Ensure that all items are in the bins they belong in, return misfiled items to the proper spot, restack and straighten paper bins.
- Note any damaged or missing labels/signs and leave a note in the President's cubby.

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Domestic Supply Inventory

Paper Goods

- Paper Towels (**the thinner the paper towels, the more we seem to go through. Please try to purchase heavier-duty paper towels.**)
- Napkins
- Toilet Paper
- Tissues
- Waxed Paper Cups, 5 oz. (Children's Snack)
- Paper Hot Cups, 6-8 oz (Coffee/Tea)
- Paper Plates /Large 9" (Art)
- Paper Plates /Small
- Plastic Utensils

Cleaning Supplies

- Sponges
- Bleach, gallon container
- Hand Soap
- Dish Soap
- Rubber Gloves
- Mop Head Replacements
- Brooms
- Trash Bags, Yard/Garden
- Trash Bags, Tall Kitchen (10 gallon)
- Trash Bags, Small Waste Liners
- Biodegradable Compost Bags (Large bins)
- Biodegradable Compost Bags (Small bins)
- Towels

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Purchasing, Receipts & Reimbursement

- You may purchase the domestics wherever you are shopping; however, Costco and Target generally have the best selection and price on items. You will need to submit your out-of-pocket expense receipts monthly (or more often, if needed) and will receive a check the following week. Fill out a reimbursement form found in the Treasurer's cubby, attach receipts and place it in the Treasurer's box. If paying for items out of pocket is a burden, you may request up to \$50 in petty cash from the Treasurer and will need to provide receipts to offset the spending.
- One receipt may be submitted but it is the Buyers duty to tally the total spent on food verses the total spent on domestic supplies. (this is for accounting purposes)