

Napa Valley Nursery School



JOB: Just-a-Bite & Drinks Buyer

LAST UPDATED/CHANGED: April 2019

Team Leader: Classroom Operations

JOB DESCRIPTION:

This jobholder is responsible for purchasing all Just-a-Bite food items and beverages for class snacks while staying in budget (please check current budget).

(*Must have items ready before school begins. Bring to first Parent meeting or to Orientation)

JOB DUTIES:

- Responsible for weekly purchasing of all juice and milk for class snacks.
- Responsible for regular purchasing of any food snacks and extra food supplies for NVNS in accordance with our food policies (and coffee for the parents)
- Responsible for purchasing all cooking snack ingredients as advised by the Director.
- Regular maintenance and organization of non-refrigerated juice supply in 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.

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General Information

- Responsible for purchasing all milk and juice for daily class snack time.
- It is very important that all food and beverages provided by NVNS (cooking snack supplies, additional snack items, and daily snack beverages) be ***Organic.***

Parent's Needs:

- Coffee - good quality (i.e. Costco, Trader Joe's, Pete's, Starbucks, etc.)
- Sugar Packets
- Sweetener Packets
- Creamer*
- Tea*

Snack Purchasing

Beverages:

Milk

- 2 gallons of organic milk are needed per week. You may purchase 2% or Vitamin D. Make sure that milk is homogenized. Select the milk with the furthest expiration dates and store the furthest expiration date in the back of the refrigerator.

Juice

- Juice is only served on Thursdays and Fridays, and is watered down a bit so not much is necessary on a weekly basis. Perhaps two or three 2 quart containers.

Cooking Snack

- Cooking snacks will be scheduled by the Director. She will communicate her needs in advance. In the case that organics are not available, please purchase the most natural, least processed, preservative and hydrogenated oil-free product available.

Purchasing, Receipts & Reimbursement

- You may purchase the ingredients wherever you are shopping; however, Trader Joe's, Target, and Costco generally have the best selection and price on organic 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

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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 Buyer's duty to tally the total spent on food versus the total spent on domestic supplies (this is for accounting purposes).*

Snack Cabinet Stock

- The class pantry/snack cabinet (Cabinet B) in Room 1 needs to be kept well-stocked in the case that a family forgets to bring snack on their scheduled day or in the event that the children need additional snacks. Additionally, it can be used in the event that a child with an allergy has not brought their own snack.
- Cabinet B should always be stocked with items in packs large enough to serve a snack for 25. Ideas for these snack items can include but are not limited to:
 - Organic Raisins
 - Crackers, whole grain
 - Dried fruit (banana chips, mango, cranberries)
 - Pretzel sticks
 - Cereal
 - Nuts (in-shell peanuts, roasted almonds)
 - Air pop popcorn kernels

**It's a good idea to connect with the Director prior to purchasing these "back-up" items to get specifics on what she is looking for.*