

POSITION DESCRIPTION:

PURCHASING OFFICER

JOB OVERVIEW:

- INVENTORY - To assist with purchasing office and general supplies, equipment and other items required by the Kindergarten as requested by Teachers and Staff
- BOOKS - To **delegate** all “Books Maintenance” to parents who are not on the Committee

KEY ACCOUNTABILITIES:

- To be responsible for purchasing general and office supplies, and equipment as requested by Teachers and Staff
- To assist with researching the best products and prices for major purchases – eg equipment, furniture and other larger items required by the Kindergarten and as approved by the Committee
- First Aid & Infection Control Kits – responsible for checking contents and restocking kits (check every 6 months or sooner as required)
- To check the “Purchasing Request Folder” weekly and discuss required purchases with Teachers & Assistants
- To ensure the most cost-effective suppliers are used for all requirements (see Preferred Supplier List)
- To plan ahead to reduce the number of orders placed (save time) and place bulk orders when possible (save money)
- Kitchen Stocktake – to arrange the clean out of consumables in kitchen cupboards and ensure “contents lists” on the outside of cupboards are up-to-date. Please **delegate** this job to parents on fruit duty.
- To **delegate** all “Books Maintenance” to parents who are not on the Committee
- To liaise with Teachers and Assistants when maintenance and repairs (eg covering books in Contact) is required and arrange for other parents to assist with these tasks

DUTIES OF ALL COMMITTEE MEMBERS:

- Attend monthly committee meetings and be punctual
- Keep informed by reading the agenda, reports, minutes and other relevant information
- Participate in all the activities of the committee
- Be aware of your health and safety responsibilities as per the Occupational Health and
- Safety Policy of the kindergarten
- Ensure any tasks allocated to you are completed by the agreed date
- Assist with Kinder Open Day
- Assist with planning and preparing for Annual General Meeting (AGM)

COMMENTS / ADDITIONAL INFORMATION:

PROCEDURE: HOW TO CLAIM RECEIPTS

For all expenses incurred on behalf of the Kinder, a CLAIM FORM must be completed and submitted to the Treasurer for reimbursement. Please place completed form in Treasurer's Tray (with receipts attached) in the office.

Please note:

- To minimize the number of expense claims processed, please collate your receipts and submit in a bundle eg at the end of term. Please note: The Kinder does not want the Inventory Officer (or any Committee Member) to be out of pocket for significant periods of time, so please discuss with the Treasurer a timely reimbursement plan that works for you eg once a term; once a month etc
- All expenses must have a receipt attached
- ONLY KINDER ITEMS to be on the receipt (ie buy personal items separately)
- All expense over \$300 must receive prior approval from the Executive Committee



EXPENSE CLAIM FORM

Name:

Date Purchased	Supplier	Description	GST	TOTAL
eg 30/01/2015	Officeworks	50 x exercise books	\$0.45	\$5.00
TOTALS				

Bank account details for reimbursement:

Account Name: _____
 BSB: _____
 Account Number: _____

Signature: _____ Date: _____

Once complete, please place in Treasurer's tray along with all accompanying receipts

Approved By: _____ Approval Date: _____



PROCEDURE: PLANNING FOR THE START OF YEAR

- As part of planning for the year ahead, teachers and staff to create a list of items required for the following 12 months:
 - Craft items
 - Stationery items
 - Toys, equipment, special activities (eg Mother's Day gifts etc)
 - Kitchen supplies (start up tea, coffee, biscuits etc)
 - Cleaning supplies (kitchen, washroom, daily use)
 - Cleaning supplies (floor cleaners, disinfectant, mops, brooms etc)
- Arranging a time for the teachers and the purchasing officer to do a "walk through" to discuss what is required, understand the needs of the Kinder, ascertain the amount of storage in the shed (for cleaning products etc)
- Place orders to ensure Kinder is fully stocked to commence Term 1
- Place bulk orders where possible for cleaning items to last at least a term, if not longer (depending on storage space available in the shed)

ON-GOING

- Teachers and staff write in "Purchasing Request Folder" items required as they come up
- Check the folder weekly and discuss any requirements and urgency with Teachers and Assistants

END OF EACH TERM

- Review cleaning supplies and wait until stocks are low enough (without running out) to place a bulk order
- Discuss any new items / projects coming up in the following term to be ordered in advance

END OF YEAR

- Write a summary of any outstanding stock that will need to be ordering the following year before Kinder commences and handover to new Inventory Office