

## **Equipment and Supplies Officer**

- Voting member of Board of Directors.
- Can attend regular monthly meetings as an optional attendee.
- Orientation and hand-over at June board meeting
- Only does September cleaning duty (unless enrollment is low, and is needed for additional cleanings)
- On all matters of business, confidentiality is essential.
- Along with all the members of the co-operative, is responsible for the health and safety of LCNS children
- Consults with teachers and Board regarding required school supplies, creative supplies, and educational toy needs. When authorized, then purchases it.
- Keeps an eye out for sales or promotions on commonly required school supplies, particularly if shopping at Costco, and consults with teacher on whether anything should be purchased, including: facial tissue, paper towels, toilet paper, bleach, hand sanitizer, non-latex gloves for diaper changing, and salt for sidewalks in winter.
- Keeps and submits all receipts to the Treasurer for reimbursement.
- Research potential new purchases for the school, as requested by teachers or Board.
- Responsible for the Playground Committee: check the Playground for any required maintenance, including the growth of weeds, and arrange for the Playground Committee to complete tasks. See attached playground checklist. Lead Playground committee in shed clean-out in the fall (pull out all toys, sweep out shed, wipe toys down, look for any damaged items, organize, etc), can be combined with the final yard clean up for the season.
- Reviews the Playground safety report with the executive board and takes action if required to have anything fixed.
- Responsible for monthly Friday night cleanings: creating the schedule, emailing a reminder to the team each month, and letting them into the school the night of the clean. Arrive at 7pm, let the crew in and make sure they understand tasks, any special instructions from the teachers, and ensure crew members sign in on attendance. Pass the key to someone else to lock up on his or her way out. Be the liaison between teachers and the crew if there are any special instructions or cleaning concerns. Check the cleaning supplies to ensure availability for cleaning night and use for school (bleach, towels, buckets)
- Keeps record of all equipment purchased
- Organize and perform an annual inventory of the classroom, storage in furnace room, and shed in mid-January. Create a digital list of items, where they are located, and quantity for insurance purposes. Take digital photos of all cupboards, toys as they are set up in the classroom, shed, etc to ensure adequate record of classroom content. Recommended to use help of the two class reps and 3 other volunteers to assist.

## **Cleaning Schedule**

- Posts a yearlong sign up sheet for cleaning (start with 5 spots per month) so people can pick their cleaning month preferences

- Create and email the monthly cleaning schedule to the Board (at least the president and teachers) for review. Once finalized, send it out to the members, and to the Secretary to put in the newsletter.
- Schedule 5 people minimum per night.
- Extended Board members only do the September cleaning night (no others in the year). Executive does none (unless enrollment is low and they are needed).
- People can be made to do 2 or 3 cleaning nights a year.
- Non-participating families still have to do cleaning nights.
- Add new families to the cleaning list as they join (pre-December should be scheduled for 2, post-December should be scheduled for 1 minimum).
- The best months to have more than 5 are the months that the outside toys need to be cleaned (i.e. when the sun is still up at 7pm).