

Job Description – Equipment and Supplies Officer

Non-voting members

- Elected as a non voting officer of the Board
- Attends 3 meetings of the Board per year (August, January, and another of your choice)
- Sends a brief monthly report to the President before Board meetings
- Does not vote but is welcome to contribute to discussions
- Is required to do cleaning nights
- 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.
- Participates in June orientation and handover meeting

Summary of Role

Responsible for overseeing playground maintenance, classroom inventory, purchasing supplies as needed; Manages the Playground Committee

Reports to: President/VP; Works with Supervisor

Details and helpful tips for Role

Ongoing Tasks

- 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. Keeps record of all equipment purchased
- Research potential new purchases and solicits quotes for maintenance/repairs 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.

August

- Lead Playground committee in preparation for playground inspection – weeding, checking for and repairing any damage
- Attend Annual playground inspection if requested
- Reviews the Playground safety report with the executive board and takes action if required to have anything fixed.

October

- Organize Fall clean up for playground committee (rake leaves, take down shade sail, prepare gardens for Winter)

January

- Organize and perform an annual inventory of the classroom, storage in furnace room, and shed. 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. Other volunteers will be asked to assist

Late April/ Early May

- Organizes spring clean up day for playground committee (weed, put up shade sail, rake mulch and sand).