



## Woodinville Toddler Group Job Description PURCHASER

**Summary:** The Purchaser will purchase items on a monthly basis for use in the classrooms and the WTG facility. There may be a need to research costs for new equipment or capital investments.

**Estimated Time Commitment:** 1-2 hours per month

### **Responsibilities**

**Purchase items needed prior to fall quarter.** Instructors will send a list in August for items to bring to WTG at the beginning of September prior to the start of classes.

**Purchase items needed on a monthly basis.** Instructors will provide a purchasing list during the last week of each month, for items needed the following month. Specific days may be given for date needed by.

**Label all newly-purchased items with "WTG,"** using a black permanent marker. It is helpful to label prior to bringing to class. Black markers are available at WTG to take home for your use. Most items can just be brought with you to class, unless another delivery time/place is specified.

**Put away items purchased in appropriate places,** after they are properly labeled. See instructors with any questions.

- Snack supplies should be placed in, or on top of, the tubs located to the left side shelves in the outdoor storage shed. Match items to the list of contents written on the outside of the tubs.
- Food items must be stored indoors in the tall locking cupboard in the green room.
- Perishables, such as vegetables, are stored in the church kitchen refrigerator after marking with "WTG."
- Other items may be placed in the outdoor storage shed, or in the curriculum tubs provided in the art supplies closet in the green room.

**Purchase any items for special events or projects** (for example, paper products for the end of the year picnic), as requested by the Parent Board of Directors.

**Research items for purchase, as requested by the Parent Board of Directors or Instructors.** This may include equipment and furniture, or facility upgrades such as flooring.

**Complete a check request form for reimbursement,** attach all receipts, and submit the request to the President's mail folder for approval. Purchase all items for WTG on a separate receipt from any personal purchases. Contact the Treasurer with any questions.

**Check mail folder in the green crate on the sign-in table on a weekly basis.** Reimbursement checks are typically left in your mail folder by the Treasurer.

**Board Duties:** Purchaser is not required to attend Board meetings.

### **Physical Items Held at the Home of the Purchaser**

- None

**We Appreciate our Support Team!** In order to recognize the contributions of Support Team members, WTG may offer a small token of appreciation at the end of the year. All families who attend WTG, including support team members, are eligible to apply for a Fee Waiver, if needed.

**\*\*Recommended places of purchase**

**Costco:**

- Snack Cups -- Medium sized waxed paper not bathroom cups
- Hand Soap – liquid, Non-antibacterial

**Chef's store (used to be called Cash and Carry):**

***Shopping carts do not have a space for children.***

- Asian take-out containers
- Bulk sensory supplies (oats, lentils, etc.)
- Butcher paper roll for easel – white, 18" tall
- Containers with lids, clear plastic
- Cream of tartar – large container
- Doilies
- Knox Gelatin packets
- Lunch bags – white for decorating
- Napkins – blue and/or green colored ones orientation
- Paper Chinese take-out containers
- Paper plates – white, small unwaxed
- Pizza boxes
- Soup spoons – deep to make good scoops
- Ziplock bags – jumbo

**Costco or Chef's store:**

- Baby Wipes – multi-pack
- Cleaning supplies
- Cream of Tatar
- Kleenex
- Napkins
- Napkins – for snack
- Red and white checkered snack trays
- Ziplock bags – gallon or quart sized

**Home Depot or Lowe's:**

- Ceramic tiles
- Caution Tape

**Amazon (WTG is an AmazonSmile participant):**

- Dot stickers
- Hello My Name Is
- Moisture Pellets
- Cellophane rolls – clear or colored

**Dollar Tree:**

- Bags for diaper changing stations
- Bleach
- Crepe Paper streamers
- Dishwashing Detergent in smaller size or assorted colors
- Heart Pics
- Paper shred
- Poster board
- Shaving Cream
- Sidewalk chalk
- Snowflakes (buy in January)
- Spices
- Tablecloths – plastic

**Target or Grocery Store:**

- Cleaning supplies in smaller containers such as Windex or Bleach
- Playdough ingredients
- Food curriculum items

**Michaels/JoAnn's/Walmart:**

- Art and craft supplies
- Wood items such as birdhouses
- Black foam brushed for Halloween give-aways
- Wooden bird houses
- Acrylic paints