

## VOLUNTEERING OPPORTUNITY

**Required:** CSEP Parent volunteer with own vehicle that is willing to do regular purchasing and restocking of supplies for the Project



### ROLE DESCRIPTION

Manage & replenish as necessary CSEP stock levels of:

- Cleaning materials (detergents, cleaning fluids, polishes, window cleaners, dishwasher tablets etc)
- Stock of toilet consumables & disposables (hand towels, toilet paper etc)
- Refuse Materials (bin bags, vacuum cleaner bags etc)
- Kitchen & grocery items (Tea, coffee, sugar, juice etc.)

### Responsibilities

- Responsible for prudent expenditure of budgeted petty cash allowance when purchasing supplies and be named account holder for CSEP wholesale suppliers.
- To help Project Director to improve efficiency and effectiveness of purchases and develop stock control system.

