

ALLISON CARGILL HOUSE COMMITTEE 2019

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| Role title | <i>Procurement</i> |
| Reports to | <i>Chair of the house committee</i> |

Purpose

To support the running of Allison Cargill House on behalf of Girlguiding East Lothian

Duties and responsibilities

In liaison with house chair and cleaner/maintenance; source, cost and replace items as required. Individual items over the value of £50 should be cleared with the House committee before purchase.

Carry out an inventory of the kitchen contents twice a year.

Following inventories ensure there is sufficient cutlery, crockery and other kitchen utensils for 30 persons and purchase replacements as required.

Submit receipts or quotes to the administrator for payment on a monthly basis.

Carry out an inventory of the souvenir shop twice a year and ensure a regular stock count is carried out to ensure availability.

Ensure the shop trolley is filled prior to each booking with a minimum of 30 of each item.

Check the sales forms and retain them for future reference/accounts.

Investigate possible new items for the shop and price these prior to getting committee agreement.

