



Section 5: Administrative Processes and Facilities Management

5.1 Nutrition and Health Facilities

CUCE-NYC Nutrition and Health offices are maintained on a daily, quarterly, and semi-annual basis for cleaning and repairs. All staff is encouraged to maintain their personal areas and to use facilities equipment responsibly.

Although each site is different, staff is encouraged to:

- Eat and dispose of food trash in designated areas.
- Properly store open containers of food (ex. peanuts, raisins, etc.).
- Alert administrative staff/supervisor of any defective equipment (ex. Plumbing, elevators, laminating machines).
- Name and date foods in the refrigerator to avoid spoilage.
- Clean up after yourself if using any public spaces.
- Turn off and unplug all equipment when not in use. (Electric kettle, laminating machines, lights, computers, etc.)
- Step out of rooms where people are working if having personal conversations and avoid playing music to respect those working in the area.

Housekeeping supplies are ordered by the Office Manager and used by the custodial staff to provide a comfortable environment for everyone to work.



5.2 Ordering and Inventory Forms

Inventory/Purchasing

Taking inventory of on-hand items can be time-consuming and appear unnecessary. Though it may seem that inventory is merely a technicality, there are some practical reasons why successful inventory keeping is a must. Inventory is important because it helps to avoid over- and under-buying; increases the knowledge of Back Stock items and the need for elimination or change in purchases; reduce the loss of products; and maintain consistent inventory upkeep and awareness of program needs and how items are being used or not used. Inventory must be taken for all items before they can be ordered.

The CUCE-NYC Nutrition and Health Program Area Purchasing and Inventory form was developed to assist program supervisors manage the program's related expenditure allocated in the program budget. The inventory/purchasing request is based on a quarterly schedule of program activities. (*see Attachment 5.a—5.d: Order Forms*)

- An **annual inventory** should be completed in the last week of the program year (last week in September) to determine the final inventory of items for each program year.
- The **final inventory** is used to prepare the 1st Quarter purchase request, based on the staffing and planned programmatic needs.
- Inventory should be taken prior to all other purchasing request for the items needed, before the purchase request is submitted.
- The inventory/purchasing request should be reviewed with the program coordinators, and office manager or administrative assistants prior to submission to Program leader for approval.
- The purchasing request should be submitted to the program leader from the program coordinator, and copied to Isabel Arroyave and the administrative assistant or office manager for approval.



5.3 Interoffice Mail

Pickup/Delivery of Interoffice Mail, Documents, Receipts

Administrative staff (office managers and administrative assistants) should arrange to deliver and pick up from the Cornell University Cooperative Extension–NYC Manhattan office any forms, receipts, mail, transit checks, petty cash checks, and other paperwork on a weekly basis (once a week). Site managers should appoint an administrative staff person (office manager or administrative assistant) to perform this duty during normal work hours.

- Tuesday and Wednesday are the preferred days for pickup and delivery. If there needs to be an exception to these days of the week, please alert the Nutrition and Health Program Leader via email.
- Interoffice mail is located in the kitchen/copy area of the CUCE-NYC Manhattan office on the counter to the right of the photocopier.
- Jean Zilnik's In-Box is on her desk (travel, invoices, and utility bills).
- Isabel Arroyave's In-Box is on her desk (packing slips, invoices, and expense reports).