

Royal Canadian Sea Cadet Corps Woodstock



Statement of Duties and Terms of Reference

Title: Stores Petty Officer

Short Title: Sup PO

Responsible to: Supply Officer (Sup O)

1. Ensure all items received from Logistik are accounted for and stowed properly.
2. Set a positive example regarding drill, dress and deportment.
3. Ensure all rifles and keys are accounted for at the end of each training night.
4. Ensure all used uniforms returned to Stores are washed or destroyed as appropriate.
5. Maintain temporary loan cards for all gear not of standard issue (webbing) and take stock quarterly of all items on loan.
6. Maintain appointment book of cadets needing to be sized, or waiting for items on order.
7. Assist the Sup O in sizing new recruits for uniforms.
8. All other duties assigned by higher authority.

Signature of Stores Petty Officer

Date:

Signature of Commanding Officer

Date: