

<b><u>Appointment Title</u></b>	<b>Cadet Stores Assistant (Cdt Stores A)</b>
Alternate Title	Ship's Stores Petty Officer Second Class (S Strs PO2) *Sea Supply Sergeant (Sup Sgt) *Army & Air
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Cadet Stores Assistant shall assist the Cadet Storesperson and Senior Storesperson with the corps/squadron supply routines, including receipt and delivery of corps/squadron supply for training and activities.
Reports to	Cadet Storesperson (Cdt Stpn)
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> <li>• Petty Officer Second Class</li> <li>• Sergeant</li> </ul>
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and experience	<input type="checkbox"/> Experience as a team member. <input type="checkbox"/> Shows potential for planning and organizing. <input type="checkbox"/> Experience with shipping and receiving. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Build familiarity with supply sign in and out routines and associated paperwork.
	<input type="checkbox"/> Coordinate with Cadet Storesperson for upcoming supply needs.
	<input type="checkbox"/> Know important supply delivery and receipt dates and times.
	<input type="checkbox"/> Action supply and training equipment requests.
	<input type="checkbox"/> Ensure delivery and receipt of supplies and training equipment to and from appropriate personnel.
	<input type="checkbox"/> Use the approved sign in and out methods and paperwork for receipt and delivery of supplies and equipment.
	<input type="checkbox"/> Learn the supply gathering process for training and activities.
	<input type="checkbox"/> Assist with delivery and receipt of corps/squadron supply.
	<input type="checkbox"/> Assist with the sizing, ordering, delivery, and receipt of cadet uniforms.
	<input type="checkbox"/> Assist with supply inventory.
	<input type="checkbox"/> Assist with equipment maintenance.
	<input type="checkbox"/> Assist with records maintenance.
	<input type="checkbox"/> Mark equipment as "non-serviceable" using appropriate methods.
	<input type="checkbox"/> Enforce accountability protocols.

	<input type="checkbox"/> Seek feedback from staff and cadets about Supply customer service.
	<input type="checkbox"/> Make suggestions to implement feedback from cadets and staff.
Secondary Duties	Nil.
Conditions of Appointment	<ul style="list-style-type: none"> <li>• Conducts duties regularly without reminders or significant intervention.</li> <li>• A cadet who is one rank lower or one level lower could be considered should no other members be available.</li> </ul>