

<b><u>Appointment Title</u></b>	<b>Cadet Canteen Assistant (Cdt Canteen A)</b>
Alternate Title	Nil.
Tier	PO2/Sgt
Number of Positions	As required.
General Description	The Cadet Canteen Assistant is responsible for the setup, conduct, inventory, and tear down of the corps/squadron canteen.
Reports to	<ul style="list-style-type: none"> <li>• Supply Officer (Sup O), or</li> <li>• Cadet League Local Committee Treasurer</li> </ul>
Responsible for	Nil.

Rank requirements	<ul style="list-style-type: none"> <li>• Petty Officer Second Class</li> <li>• Sergeant</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"/> Basic mathematics skills. <input type="checkbox"/> Experience handling money. <input type="checkbox"/> Completed the Cadet Administration and Supply Assistant Course (CASA).

Primary Duties	<input type="checkbox"/> Work in a team environment.
	<input type="checkbox"/> Interact with staff and stakeholders.
	<input type="checkbox"/> Run canteen following Sup O or Cadet League Local Committee direction.
	<input type="checkbox"/> Set-up, conduct of, and tear-down of cadet canteen.
	<input type="checkbox"/> Report inventory requirements to Sup O or Cadet League Local Committee for replenishment.
	<input type="checkbox"/> Maintain regular communication with subordinates, peers, and supervisors.
	<input type="checkbox"/> Maintain control and accounting of canteen funds.
	<input type="checkbox"/> Train canteen subordinates in canteen operations.
	<input type="checkbox"/> Review corps/squadron Standard Operating Procedures (SOPs).
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>