

<u>Appointment Title</u>	Cadet Storesperson (Cdt Stpn)
Alternate Title	Ship's Stores Petty Officer First Class (S Strs PO1) *Sea Supply Warrant Officer (Sup WO) *Army Supply Flight Sergeant (Sup FSgt) *Air
Tier	PO1/WO/FSgt
Number of Positions	As required.
General Description	The Cadet Storesperson shall assist the Senior Storesperson (Sr Stpn) and Supply Officer (Sup O) with the corps/squadron supply routines, including receipt and delivery of corps/squadron supply for training and activities.
Reports to	Senior Storesperson
Responsible for	Cadet Stores Assistant (Cdt Stores A)

Rank requirements	<ul style="list-style-type: none"> • Petty Officer First Class • Warrant Officer • Flight Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the PO1/WO/FSgt Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience as a team leader.
Asset Knowledge and experience	<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 Sup O and/or Sr Stpn 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"/> Receive performance feedback from Sr Stpn and / or Sup O.
	<input type="checkbox"/> Co-establish expectations amongst supply team, Cadet Stores Assistants, and Sup O.
	<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 Sr Stpn to implement feedback from cadets and staff.
	<input type="checkbox"/> Seek training opportunities to replace the succeeding position.
	<input type="checkbox"/> Serve as a role model for ethics, organization, and communication.
Secondary Duties	<input type="checkbox"/> Contribute the Supply Department perspective to training meetings.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.