**SUPPLY PETTY OFFICER**

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| Rank: PO1 | Abbreviation: SupPO |

PO2

The SupPO is responsible for assisting in all aspects of the supply system within the unit, including accounting for, storing, caring, and maintaining unit equipment and materials.

The SupPO reports to the SupO, 1 RCSCC NELSON.

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| Direct Reports: * N/A
 | Indirect Reports: * N/A
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General:

* Set a high standard of personal dress, drill, and deportment within the unit, leading by example
* Maintain a positive relationship with all senior and junior cadets.
* Ensure all cadets adhere to orders and policies. This includes maintaining a good understanding of the Corps Standing Orders.
* Plan and organize unit activities and assist in the planning and preparations of training as required.
* Attend and participate in all training or activities or notify the SupO of expected absences or reasons not to participate.
* Be punctual and prepared for training activities, including assigned lessons.

Supply

* Perform supply duties in a safe, efficient, and economical manner, as assigned by the SupO.
* Assist in issuing all uniforms and extra stores to all cadets.
* Ensure cadet uniforms fit properly, perform exchanges as required, and ensure cadets receive instructions for proper wearing of uniforms, including replacement of badges.
* Maintain supply storage areas in a tidy and organized manner.
* Assist in maintaining supply documentation, including records of all materials, serial numbers, individual loan cards, and DND 638 Temporary Loan Cards.