

JOB DESCRIPTION

Title Cadet Stores Assistant (CSA)	Grade E1(AHW)
Department Army Cadet Force	Reporting to CEO through CQM

General Description:

Managing the full range of equipment & stores to support ACF Counties at HQ/CTC and in detachments.

Specific Responsibilities/Duties:

- 1 Receive all materiel, check against documentation for quantity and quality and bring to account.
- 2 Maintain stock book for receipts and issues and all other relevant paperwork as per Materiel Regulations.
- 3 Operate the WESTMINSTER stores package.
- 4 Prepare paper work for disposal, writes off, issues and receipt.
- 5 Condition returned stores for cleanliness, repair and general serviceability.
- 6 Submit demands for replenishment.
- 7 Prepare stores for issue for weekend training and County Events.
- 8 Prepare uniforms for issue.
- 9 Carry out deliveries and collections to\from out side agencies eg: workshops, tailors.
- 10 Prepare accounts for inspections.
- 11 Dispose of packaging in line with waste management policy.
- 12 Maintain stores areas and keep in a tidy condition.
- 13 Stand in for the CQM as and when required.

Other Features of the Job:

- 1 Attendance at Annual Camp as an Adult member of the ACF, is highly desirable.
- 2 A CSA is to serve in the Army Cadet Force either as an Officer or Adult Instructor. If granted a TA General List Group B commission, in line with all ACF officers, he/she will hold the rank of substantive lieutenant, but may be granted the acting rank of captain, and will be subject to Military Law at all times.

PERSON SPECIFICATION

Serial	Competence	Essential	Desirable	Evaluation	Comments
1	Previous stores/warehouse experience.	✓		AF	
2	Have strong IT skills, particularly Microsoft Word and Excel but with the ability to learn and use bespoke Management Information Systems (MIS).	✓		AF / I	MIS training will be provided
3	Good communication, numeric and interpersonal skills.	✓		AF / I	
4	A self-starter, highly organised and a team player with the ability to work effectively without close supervision.	✓		AF / I	
5	A flexible attitude to output driven work requirements	✓		AF / I	
6	Hold a current Cat B driving licence	✓		AF / I	
7	Previous military stores experience		✓		
8	Previous military experience		✓	AF / I	
9	Qualified or relevant experience in Health and Safety matters.		✓	AF / I	
10	Fire NCO trained.		✓	AF/I	
11	First Aid at Work Qualified.		✓	EI	
12	Hold a current Cat D1 and D1&E driving licence.		✓	AF / I	

AF – Application Form, I – Interview, PA – Practical Assessment, EI – Evidence provided at Interview