

Quartermaster



Job Description

- Role: Quartermaster
- Responsible to: Club Committee
- Role purpose: To control and monitor all club owned equipment, carry out repairs to the hut and equipment
- Commitment: Attend committee meetings, keep premises in good order

Main tasks

To control and monitor all club owned equipment at all storage locations

To be responsible for keeping an up to date inventory for all club equipment and the list of registered key holders.

To ensure that the booking out log within the club hut is maintained and that all defects reported are dealt with.

To ensure that maintenance is carried out as follows:-

1. Annually: - Buoyancy Aids (BA) are tested prior to the main season at the Annual club clean up. All boats checked for defects and condition of Buoyancy bags checked. All paddles and other equipment for use on the water to be checked for defects.
2. Quarterly: - A check of club equipment to be carried out regardless of any reported defects.
3. Monthly: - Maintenance checks of equipment and any non urgent repairs to be carried out.
4. Weekly: - Equipment booking out log to be checked and any urgent or essential repairs to be carried out. Where a repair cannot be affected immediately or the equipment is beyond repair, then the equipment should be labeled and/or removed from the club to prevent it being used.

The Q.M. is authorized to replace as necessary any defective equipment that affects the safety of the club training fleet and any equipment that is used on the water up to a value of £100. Any amount over this limit requires committee approval prior to the money being spent.

The Q.M. will liaise with the relevant duty officer to ensure that the booking out procedure is adhered to.

The Q.M. will monitor and replenish First Aid supplies in the Club's 2 First aid kits(on water and off water kits) as necessary.

Skills required

Organised, honest and trustworthy

Able to do basic repair work to premises and equipment to a good and safe standard

Good knowledge of boats and equipment