



## Broad Creek Memorial Scout Reservation

POSITION: QUARtermaster (18 or above)

REPORTS TO: Ranger

SUPERVISES: Quartermaster Staff

### ESSENTIAL RESPONSIBILITIES:

1. Must have a valid driver's license and be able to drive a pickup truck.
2. Must have knowledge and experience of running gas powered tools (lawn mower, weed whacker) and electric hedge trimmers.
3. Must have knowledge of general maintenance and tool use.
4. Ensures QM building is neat, clean, and all items stored therein are maintained and in good working order.
5. Reports broken items and conducts minor repairs of tools and equipment.
6. Ensures campsites are supplied with cleaning items and tools personally or through the Program Commissioners.
7. Maintains all Fire Stations with full Indian Pumps and tools.
8. Picks up campsite trash daily and puts in dumpster.
9. Supervises campsite and staff area tent set up and take down.
10. Must be able to lift and carry items that weigh up to 50 lbs.
11. Able to load and unload delivery trucks.

### GENERAL RESPONSIBILITIES:

1. Supervises maintenance of grounds in and around the Reservation Headquarters, Stock control and the Quartermaster Building.
2. Issue tools and other items for the Quartermaster Building.
3. Assist as needed in Ranger Service Projects.
4. Be friendly, helpful, and courteous to all visitors and customers.
5. Abide to all *Staff Guidebook* policies.
6. Carry out projects to camps' overall improvement.
7. Complete all additional duties as assigned.