



Assistant Quartermaster (Store Person)

Position on Org Board: Production / Quartermaster Dept

This Job's Purpose: To help manage all stores, to ensure that the staff have all the resources and supplies needed to do their job.

This Business' Purpose: To deliver memorable combat entertainment (laser tag) experiences.

This Job Reports to: Operations / Quartermaster

Positions which Report to this job: Nil

FUNCTIONS:

- Day-to-day Stores, to ensure that operational staff have all the resources and supplies they need to do their jobs, e.g. purchasing drinks & lollies for on-sale
- Liaise with the Scheduling Officer to ensure there are appropriate personnel allocated to each roster into order to deliver the event or hire.
- Open and/or close the workshop, as required.
- Ensure gaming guns are charged, zeroed, cleaned each week.
- Ensure other equipment, including a small fleet of cars/trucks is maintained, e.g. ensuring they all have fuel.
- Receipt and despatch of goods, including booking in courier pick-ups online.
- Picking / Packing Stock orders.
- Manage the weekly laundry.
- Inventory and stock control, including stocktaking.
- Data entry and recording of statistics (paper & electronic).
- Ensure the workshop area is clean & tidy including ensuring all rubbish bins are emptied on time.

SELECTION CRITERIA:

- Good organisational skills, including attention to detail.
- Good written & verbal communication skills.
- Ability to follow policy.
- Ability to work unsupervised, and, if needed, the ability to supervise staff.
- Ability to plan & follow through
- Capable of heavy lifting.
- An open C-class driver's manual licence.
- An Australian citizen or permanent resident
- A "*the show must go on*" attitude.
- **NOTE:** The job is a 38 hour week; occasional weekend work may be required. Early starts and late finishes may be required from time to time. No public holiday work will be required.
- **NOTE:** A core part of the business is to organise Laser Skirmish events in the forest, therefore all staff are required to be able to run or assist in running an event, if required. Full training will be given.

Valuable Final Product: To produce a well-organised and efficient stores department.

Statistics:

- Materials delivered on time / 100% correct per week.