

## **TARC QUARTER MASTER**

### **Job Summary**

Maintain inventory levels of club equipment.

### **Primary Duties and Responsibilities**

1. Maintain a current inventory of TARC owned items, their details, location and loan-ability status.
2. Facilitate the lending and return of loaned equipment.
3. Maintain the overall health and organization of the club's storage room a.k.a. Crib.
4. Facilitate the dispersal and retrieval of equipment to support Winter and Summer Field Day events.

### **Estimated time at task.**

Daily

Weekly

Monthly - 4 hrs

Field Day Weekends – 10 hrs

### **Preferred qualifications if any.**

Good organizational skills and attention to detail.

Able to bend and lift up to 30lbs,

Able to reach over their head.

### **Required Skill Level if any.**

Microsoft Excel

### **Working Conditions.**

Storage locker, Outside at times, and Indoors,