

## **Responsibilities of the Duty Cadet**

1. Before First Parade, remove bar from Fire Exit door in Cadets' Mess.
2. Raise and lower the Squadron Ensign on First Parade and Final Parade (weather and light permitting).
3. Inform all Staff of First Parade, Break and Final Parade.
4. Serve beverages to Staff as requested (see list on Canteen notice board and instructions on the mugs).
5. Remain posted in Canteen at Break to assist in serving cadets and NCOs.
6. Ensure moneybox is returned to Admin Office.
7. On Sundays, after Last Parade, empty all bins (Cadets' Mess, Canteen and Offices) and replace bin liner (spares under sink in Canteen.)
8. Ensure cups and cutlery are properly washed up.
9. Wipe down Canteen surface and make sure lids are placed on tins.
10. Ensure all rooms are tidy and litter-free, with chairs arranged appropriately.
11. Once cadets have vacated the building, replace bar on Fire Exit and ensure all windows and doors are closed, lights turned off and all PCs are shutdown and monitors turned off.
12. Report to Duty NCO once you have completed the above duties.
13. Return Duty Cadet belt & whistle to Administration Office.
14. Do not adjust heating.