

Responsibilities of the Duty NCO

1. Before First Parade, collect Duty Cadet belt and whistle, inform selected cadet and complete Duty Cadet Log.
2. Check Duty Cadet is wearing the belt and whistle correctly.
3. Ensure the Duty Cadet is aware of his/her duties (direct them to 'Responsibilities of the Duty Cadet' list.)
4. During Break:
 - a. Collect moneybox from Admin Office;
 - b. Serve food and drink to cadets and NCOs.
 - c. REMAIN IN CANTEEN DURING BREAK
 - d. Add cadets' names to "Activity Lists" as per their requests.
 - e. After Break, return moneybox to Admin Office.
5. Throughout the Parade, make sure Duty Cadet is completing their designated duties.
6. After Final Parade, when Duty Cadet has reported to you, check all of their duties have been completed.
7. Ensure Duty Cadet has not adjusted heating.
8. Before leaving, report to the Staff declaring all duties have been completed.