

## **Quartermaster (QM)**

Job Description: The Quartermaster is the troop's supply chief. He keeps an inventory of troop equipment and sees that the gear is in good condition. He works with Patrol Leaders and patrol members as they check out equipment and return it, and at meetings of the PLC he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of the troop Committee Equipment Coordinator, the SM, and designated ASM.

Qualifications: Must be at least the age of 13 and the rank of First Class and should have experience in working with the troop's equipment

Selection: Appointed by the Senior Patrol Leader Reports to: Assistant Senior Patrol Leader

### **Job Duties:**

- Maintain an inventory of all troop equipment
- Keep equipment in good repair
- Issue equipment to patrols, assign equipment to patrol members to be cleaned, and ensure
- that all equipment is returned in good condition
- Takes charge of all equipment pulls and Inventory Days
- Oversee the loading and unloading of gear from the troop trailer
- Keep track of all missing and broken equipment
- Suggest new items for the troop to purchase to the PLC and Committee
- Work with the Scoutmaster and the Committee Equipment Coordinator
- Serve as the acting SPL in the absence of the SPL and ASPL
- Perform other relevant duties as assigned by the PLC
- Behave in a manner that best represents Troop 150 at all times

## Cleaning Gear

Clean gear as soon as you can, especially tents so that they don't get ruined from sitting.

### Dutch Oven

Normal Cleaning: (How Dutch Ovens should be done when taken home normally)

1. *During KP on a campout*, wash the Dutch Oven with water.
  - **Do not use soap** as it will damage the seasoning on the Dutch Oven
2. *Once you take the Dutch Oven home*, wash it.
  - Fill the Dutch Oven with hot water and let it sit for ~10 minutes
  - After, wash with only hot water and a sponge or something similar
  - Use paper towels to dry the Dutch oven afterwards well
3. You have completed cleaning the Dutch Oven

Reseasoing Cleaning: (Done every 6-12 months depending on how they look, or if soap is accidentally used when cleaning)

4. *During KP on a campout*, wash the Dutch Oven with water.
  - **Do not use soap** as it will damage the seasoning on the Dutch Oven
5. *Once you take the Dutch Oven home*, wash it.
  - Fill the Dutch Oven with a very small amount of soap and hot water and let it sit for ~10 minutes
  - After, scrub it with something like a brillo pad to clean it and get all the food out
  - Use a paper towel to dry the Dutch oven afterwards well
6. Heat up the Dutch Oven in a normal cooking oven.
  - Heat it up for about 10-15 minutes
  - Set the oven to around 250-300
7. After the Dutch Oven has cooled enough for handling, begin to reseason it.
  - Pour a small amount of cooking oil into the Dutch oven and rub it in using a paper towel
  - Wipe the excess away with a clean paper towel
8. Heat up the Dutch Oven for a second time.
  - Heat it up for about ~20 minutes
  - Set the oven to around 250-300

9. After it's cooled down, you have completed cleaning and seasoning the Dutch Oven

### **Tent**

1. *During a campout*, try to get dirt or leaves out of the tent before repacking it.
  - Don't walk around in the tent with boots or shoes to minimize the amount of dirt tracked in
2. *Once you take the tent home*, set it up in an open area.
  - Use somewhere like a back yard
  - Don't have to attach the rain fly or put the ground tarp under it
3. Cleaning the tent.
  - If the tent is wet, hang it out to dry
  - Once it's dry, use a broom to sweep out everything from the tent
4. Cleaning the ground tarp.
  - Wash the ground tarp by hosing it off with water
  - Then hang it out to dry
5. Cleaning the rain fly.
  - If the rain fly is wet, hang it out to dry
6. Make sure to fill out a tent form which can be found on the troop website
  - It asks about the poles, stakes, etc.
  - [tents.troop150va.org](https://tents.troop150va.org)
7. Pack the tent after everything is dry, and you have completed cleaning the tent.

### **Propane Stoves**

1. Separate out all the parts of the stove.
2. Wash the exterior of the stove with hot, soapy water as well as the metal around the burners (not the burners themselves).
3. Wash the grill with hot, soapy water.
4. Wipe out caked-on food around the burners and wipe with a damp cloth. Do not get burners too wet.
5. Let stove parts dry separately then pack it up.

## **Water Jugs**

1. If perhaps you get assigned a water jug be sure to rinse the outside to get residue from during the campout washed off.
2. Make sure to rinse inside and the faucet of the water jug.
3. Dry the outside of the water jugs and leave upside down to get water out to prevent possible mold.

### **Return Policy:**

**Try to get gear cleaned and returned as soon as you can.**

## **Tents**

When returning tents, be sure to have completed the tent form, found on the website ([tents.troop150va.org](http://tents.troop150va.org)), and return the tent to Quartermaster by the next available meeting.

## **Anything Else**

When returning the troop gear, return the gear by the stairs and stage area by the closet. **Do not put it in the closet or on the walkway.** Be sure to inform the Quartermaster of the gear you returned before you leave the meeting.

### **How to Report a Problem:**

If you have any concerns about the troop gear or damages, you can contact the Quartermaster via email, [troop150qm@gmail.com](mailto:troop150qm@gmail.com), or talking to them before or after troop meetings.