



## **R.C.S.C.C. FALKLAND**

### **Terms of Reference**

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**Position Title:** Petty Officer of the Day  
**Short Title:** POOD

**Established Rank:** PO1/PO2  
**Date Revised:** 13/09/16

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**Responsible To:** Officer of the Day

**Subordinates:** Cadet Duty Watch

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#### **Job Description**

1. The Petty Officer of the Day is responsible for ensuring the duty watch is properly briefed and is operating as required. The POOD operates on a weekly rotational basis.

#### **Primary Duties**

2. Reporting to the Officer of the Day at 1800 to receive a briefing.
3. Ensuring all members of the duty watch are present & briefed on their TORs.
4. Ensuring the Cadet Duty watch is properly manned at all times.
5. Ensuring the Ship is properly set up and secured for training and after training.
6. To ensure the evening routine runs on time and follows the proper sequence.
7. Submitting the Cpl of the gangway's attendance list to the Admin O immediately following Colours.
8. Submitting names of cadets that arrive late to the Admin O on a regular and frequent basis.
9. Assisting the OOD in making sure the Cadet Duty Watch & Ship's routine operates efficiently & according to the SSO & Quarterdeck Manuel.
10. Conducting rounds according to the POOD round sheet.
11. Supervising the Ship's Company during Stand Easy.

12. Briefing the duty division & assigning cadets in the duty division any tasks that may need to be completed at the beginning and end of the training night.
13. Accompany the OOD on the rounds of the Ship at the end of the evening making note of any discrepancy.

**Secondary Duties**

14. Any other duties as assigned by the OOD or higher authority.