

Omega Leo Medical Explorer Job Description Quartermaster

The Medical Explorer Quartermaster needs to be a well-organized person who prides themselves as an orderly and thorough person. Since the Quartermaster is working with thousands of dollars worth of equipment, honesty and accountability are important characteristics. The Quartermaster reports to the Vice President of Systems.

Specific duties include:

1. Keeping the Medical Explorer closet at First Baptist Church organized.
2. Maintaining an inventory and organizing our supplies, other equipment, and shirts in the storage facility provided. Notifying Dr. Johnson when we need to replenish our stock of supplies or shirts. Some supplies we acquire through donation requests to HEB and area pharmacies and will need a month or more lead time.
3. Restocking the CERT bags used in university football games and graduation first responder activities as well as Wimberley Market Days. Getting reports from the CERT Crew Chiefs as to what supplies maybe needed in each numbered bag. You should receive a copy of every Crew Chief and incident report that will list any supplies used during the event. If you don't receive the Crew Chief and incident reports, ask for help from the Vice-President of Operations. Help establish an audit system to ensure that the crew chiefs are submitting the required reports after every event where the CERT bags are used.
4. Repairing manikins and AEDs (if possible) used in teaching CPR classes. The manikins may have simple problems keeping them from working properly, so minor repairs may include batteries or burned out light bulbs.
5. Keeping the boxes used in teaching vital signs equipped with adequate numbers of operating equipment. Try to avoid robbing the training boxes or operational CERT bags for supplies.
6. Helping decide when we may need to buy replacement equipment. Helping the President's Council and Senior Advisor decide upon costs of our CPR and First Aid classes to replace equipment as needed. We need to keep our costs as low as possible to best serve our members. We normally try to just break even with a small rounding up to the nearest dollar.
7. Working with our CPR, First Aid, and Stop the Bleed instructors, ensure adequate equipment for classes we may teach for community students.
8. Helping track our inventory of items used by crews and who may have items checked out to use on medical mission trips, football games, Wimberley Market Days, and other events. Helping set up a system to ensure the return of items like borrowed scrub tops,

jackets, and gloves. Watch our expensive stethoscopes carefully. We have lost one expensive Littman stethoscope every year if these are not carefully watched.

9. Work with other officers who may be involved in the distribution of shirts or scrub tops.

10. Reports include notes to Dr. Johnson concerning supplies or textbooks that need to be ordered and equipment maintenance issues. An inventory report for our primary stock of replacement supplies and shirts is to be prepared and submitted both for the fall and spring semesters.

11. It is your responsibility to review and update this job description before new officers and liaisons are brought onboard early in the spring semester. You are to also write, review, and update any Standard Operating Procedures related to your position.

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Originally prepared: February 12, 2016

Last modified: January 15, 2026 by Dr. Charles Johnson