

## POD Deputy Manager

**Reports to:** POD Manager

**Supervises:** N/A

**Job Summary:** The POD Deputy Manager supports the POD Manager, ensuring that all necessary roles are staffed and that staff are tracked (checked-in, checked-out), adequately trained, and supervised. The POD Deputy Manager also helps to oversee the internal operations in the POD including site setup, commodity distribution, movement of the public, equipment and supplies, and demobilization.

### START OF SHIFT

- Know which of your staff members are trained or untrained. Review the Guidelines and all Job Action Sheets to schedule just-in-time training.

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- Make positive contact with the POD Manager and put on your ID.

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- Receive a transition briefing and take possession of equipment/supplies from the outgoing POD Deputy Manager.

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- Locate a new *Form A-1: Check-in/Check-out Log* (page 73) for the shift:
  - Follow *Guideline B-2: Disaster Service Worker Volunteer Program* (page 88).
  - Document the check-in of all staff, including yourself.
  - Confirm that all POD staff members are on-site and have checked in. Report any human resource requests to your supervisor.

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- Use *Guideline B-13: Staff Assignment* (page 108) to assign staff according to skills and experience, and record assignments in *Form A-4: POD Operations Report* (page 76).
  - Give the POD Manager the list of staff assignments.

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- Attend the shift briefing. Refer to *Guideline B-16: Staff Briefing* (page 116).
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- Ensure that Crew Leaders conduct more in-depth just-in-time training with their crews, using *Guideline B-4: Just-in-Time Training* (page 91) and *Job Action Sheets* as references.

## DURING SHIFT

- Oversee site operations. Ensure relevant operational information is documented in *Form A-4: POD Operations Report* (page 76).
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- Be visible and accessible to staff members.
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- Troubleshoot problems and answer questions. If you don't know the answer, refer to *Guideline B-8: Problem Solving* (page 99) before consulting the POD Manager.

## END OF SHIFT

- Debrief Supervisors, Crew Leaders, the Security/Law Enforcement Supervisor and the Safety Officer, using *Guideline B-16: Staff Debriefing* (page 116). Share key operational concerns, issues, and findings.
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- Document staff check-out on *Form A-1: Check-in/Check-out Log* (page 73).
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- Use the *Guideline B-16: Staff Debriefing* to brief the incoming POD Deputy Manager, and transition any equipment and supplies.
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- Sign out.