

Loading/Ration Point Crew Leader

Reports to: POD Manager

Supervises: Loading/Ration Point Specialists

Job Summary: The Loading/Ration Point Crew Leader is responsible for ensuring that commodities are handed out to the public in a safe and efficient manner. The Loading/Ration Point Crew Leader must know the correct allocation of commodities to be distributed, understand and enforce the distribution guidelines, and ensure that all commodities are distributed fairly.

START OF SHIFT

- Sign in on the Check-In / Check-Out Log and put on your PPE and ID.

- Receive a transition briefing from the outgoing Loading/Ration Point Crew Leader and take possession of equipment/supplies.

- Attend the shift briefing and identify any ongoing issues or changes in POD procedure.

- Hold a Loading/Ration Point Crew briefing, and issue staff assignments, PPE and IDs. Refer to *Guideline B-15: Staff Briefing* (page 114) and *Guideline B-5: Materials Handling Equipment* (page 94).

DURING THE SHIFT

- Use the layout guidance in **Run a POD** (page 29) to position Loading/Ration Point staff members according to the POD type and model (vehicle or pedestrian).

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- Oversee the flow through the distribution point:
 - Watch for any interruptions in the distribution process.
 - Enforce distribution guidelines.
 - Work with the Flow Crew Leader to move the public through the POD as quickly as possible.
 - Work with the Off-Loading/Supply Crew Leader to ensure your crew has enough commodities at each distribution point.
 - Work with the Security/Law Enforcement Supervisor to ensure the safe and secure movement of the public through the POD.
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- Ensure that all staff members are given adequate break/rest time. Your crew is doing the heavy lifting at the POD. Implement a break schedule and watch carefully for any injuries. Refer to *Guideline B-14: Staff Breaks and Feeding* (page 111).

END OF SHIFT

- Report any updates on flow operations to the POD Manager.
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- Debrief and collect equipment and supplies from your crew. Refer to the *Guideline B-16: Staff Debriefing* (page 116).
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- Brief the incoming Loading/Ration Point Crew Leader on current operations, including all information that was given to the public during your operational period, and transition any equipment and supplies.
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- Verify the start time of your next assigned shift.
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- Sign out.
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Qualifications

- At sites with a large non-English speaking population the ability to speak the local language(s) is preferred.
 - At vehicle-based sites, experience with traffic control is preferred.
 - Able to stand for long periods of time.
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