

Off-Loading/Supply Crew Leader

Reports to: POD Manager

Supervises: Off-Loading/Supply Specialists

Job Summary: The Off-Loading/Supply Crew Leader is responsible for overseeing the unloading and positioning of commodities at the off-loading and supply areas and moving them to the distribution area. This includes managing the flow of commodities, the related commodity documentation, and inventory control at the POD.

The Off-Loading/Supply Crew Leader coordinates with the Loading/Ration Point Crew Leader to maintain a steady and efficient commodity distribution flow, and ensures that work areas are organized and clear of trash and debris.

START OF SHIFT

- Sign in on the *Check-In / Check-Out Log* and put on your identifying vest and ID.

- Receive a transition briefing from outgoing Off-Loading/Supply Crew Leader:
 - Verify starting inventory levels and provide an accurate count to the POD Manager. Record any discrepancies and general operational information in *Form A-4: POD Operations Report* (page 76).
 - Verify operability and fuel levels of all equipment and provide this information to the POD Manager.
 - Take possession of any equipment/supplies from the outgoing Off-Loading/Supply Crew Leader.

- Attend the shift briefing:
 - Identify any ongoing issues or changes in POD procedure.
 - Issue vests and IDs to crew.
 - Refer to *Guideline B-15: Staff Briefing* (page 114).

-
- Hold an Off-Loading/Supply Crew briefing and issue staff assignments. Refer to guidelines *B-15: Staff Briefing* (page 114), *B-17: Staff Safety* (page 118), *B-5: Materials Handling Equipment* (page 94), *B-10: Repacking Pallets and Equipment* (page 104), and *B-18: Traffic Control* (page 122).

DURING THE SHIFT

- Check on-site equipment such as forklifts, pallet jacks and light towers to ensure they are in proper working order.
-
- Check on the availability/supply of fuel and oil for all equipment.
-
- Include daily operations in the *POD Operations Report*.
-
- Oversee the receipt of arriving equipment and supplies:
 - Work with the Security/Law Enforcement Supervisor to control and account for vehicles entering the POD.
 - Count and inspect commodities during unloading.
 - Check for damage; if there is evidence of tampering, carefully inspect for missing contents.
 - Compare quantities received to the bill of lading or packing list.
 - Record quantities received on *Form A-5: POD Commodities Tracking Sheet* (page 81).
 - Record any damaged or missing items and report the shortfall to the POD Manager in the *POD Operations Report*.
-
- Ensure safe heavy lifting as well as forklift and pallet jack operations. Refer to *Guideline B-5: Materials Handling Equipment* (page 94).
-
- Oversee positioning of supplies in either the off-loading/supply area or at the distribution area.
-

- Coordinate with Loading/Ration Point Crew Leader when moving commodities to the distribution area; stop or adjust operations as necessary to ensure staff safety.
-

- Ensure that the site is kept clean and free of debris.
-

- Ensure that all staff members are given adequate break/rest time. Refer to *Guideline B-14: Staff Breaks and Feeding* (page 111).
-

END OF SHIFT

- Report any updates on Off-Loading/Supply operations to the POD Manager.
-

- Debrief and collect equipment and supplies from your crew. Refer to *Guideline B-16: Staff Debriefing Guidelines* (page 116).
-

- Brief the incoming Off-Loading/Supply Crew Leader on current unit operations, and transition equipment and supplies.
-

- Verify the start time of your next assigned shift.
-

- Sign out.
-

Qualifications

- Able to lift items that weight at least 30 pounds.
 - Able to stand for long periods of time.
-