
Inventory and Supply Team Leader

Purpose: *Supervises the following:*

- Adequate levels of supplies for all POD functions to ensure continuous dispensing operations
- The Inventory of equipment and supplies at the POD
- Operational safety

Qualifications: Knowledgeable about facility management and safety. Knowledgeable about equipment and supplies needed to operate a dispensing site. Trained staff or volunteer

Supervisor: POD Director/Manager

Responsible For: Inventory and Supply Team

Responsibilities upon Arrival:

- Sign in on Check In/Out Log (ICS-211)
- Receive assignment and Just-in-Time (JIT) training from their Supervisor
- Review POD Site Plan
- Review Job Aid(s)
- Review and familiarize self with POD site for workstations, Command Post loading dock areas, receiving and storage areas, etc
- Communicate with the facility representative to assure heating and cooling are functional and maintained at required setting
- Designate staff rest and nutritional service areas
- Set up supply and communications area
- Review personal protection equipment guidelines as determined by Safety Officer

Ongoing Responsibilities:

- Answer general POD questions, greet staff as they are assigned, and provide Job Aid Sheets and Just-in Time training to them when directed
- Ensure that your subordinates are properly badged
- Establish chain of command and performance expectations
 - Your subordinates are to report ONLY to you
 - Your subordinates work with other staff as assigned by you, but DO NOT take instructions from or provide official information to anyone other than you
 - Any questions, problems or incidents should be reported to you
 - It is important that staff DO NOT make decisions on their own, other than those provided for in their Job Aid Sheets. This ensures critical consistency with respect to performance and information at the site.
 - Ensure that staff is personally prepared, self-sufficient and adequately equipped to perform their assignments
- Delegate job duties and distribute Job Aid Sheets for each team member or resource, answer questions (entrances, exits, parking, bathroom locations, etc)
- Assure that radio equipment is signed out and establish radio frequencies as needed.
- Assure all communication lines are established and functioning.
- Coordinate with the Logistics Section Chief, Operations Section Chief, Administration/Finance Chief, EOC and the RSS site to set up procurement system
- Request additional forms and other supplies using the established procurement process
- Ensure all staff are familiar with procurement system procedures and paperwork
- Conduct POD inventory of office supplies, medical supplies and medications to determine supply use and what supplies need to be ordered every 4 hours or a designated person to ensure uninterrupted POD operations
- Ensure delivery of requested material
- Follow-up and resolve any procurement problems

- Ensure the security of the supply area and its inventory of equipment and supplies
- Report any security/safety issues immediately to the POD Director/Manager, Safety Officer or Security staff.
- Keep food and beverages stocked for staff by coordinating with the Logistics Section to arrange for local procurement in neccessary
- Coordinate receipt and distribution of meals and refreshments
- Establish safety requirements related to personal protective equipment, biohazardous waste, exposed wires, cords and telephone lines
- Refer distressed, upset and anxious clients to the Support area
- Respond to and provide equipment and supplies for medical emergencies, as necessary
- Provide continued updates of facility status to POD Director/Manager
- Participate in scheduled briefing sessions
- Maintain Unit Log (ICS-214/214a); document all actions and decisions

Demobilization Responsibilities:

- Prepare Supply area for next operational period
- Oversee, with POD Director/Manager, inventory check and procedures to assure medical materiel return or redistribution
- Supervise demobilization and asset recovery as required
- Identify issues for After Action Report
- Ensure the collection of all paperwork
- Participate in After Action Review meetings, as required
- Participate in scheduled debriefing sessions
- Conduct exit interviews with your subordinates
- Check out with the POD Director/Manager and sign out on Check In/Out Log (ICS-211)