

Warehouse Staff Job Descriptions



Directorate of Central Warehouse and Supplies, Karachi
Ministry of National Health Services, Regulations & Coordination,
Government of Pakistan



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Acronyms

CLR	contraceptives logistics report
CW&S	Central Warehouse and Supplies
FEFO	first-to-expire, first-out
GOP	Government of Pakistan
HR	human resource
ISO	International Organization for Standardization
MoNHSRC	Ministry of National Health Services, Regulations & Coordination
SOPs	standard operating procedures
USAID	United States Agency for International Development
WMS	warehouse management system

Foreword

Job descriptions are a versatile management tool to help supervisors and staff on aspects of performance management, training and employee development, compensation, and for providing recognition and rewards. Each job description for the staff at the warehouse provides a job title, essential functions and requirements, and the knowledge, abilities, and skills required to perform a specific job successfully. The clarification provided in these job descriptions for the staff at the central warehouse should be extremely helpful in motivation and in tracking performance of employees at the warehouse. It is hoped that the staff will make use of these job descriptions to further strengthen effective and efficient operations at the warehouse in Karachi.

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Mr. Muhammad Ayub Sheikh

Secretary

Ministry of National Health Services, Regulations & Coordination,
Islamabad

Designation:

Director Warehouse

Essential Duties and Responsibilities:

1. Manage and supervise the Store, Administration, Finance, and Transport Departments and provide directions and guidance to improve warehouse efficiency.
2. Keep close coordination with the Ministry of National Health Services Regulation and Coordination (MoNHSRC) and provincial directorate generals and secretaries of Health and Population Welfare Departments.
3. Prepare and develop summary/list of resources required for warehouse improvement to seek approval from the MoNHSRC for appropriate allocation of funds.
4. Conduct senior staff meetings weekly in the warehouse and monitor progress, challenges, and action points and share them with the director of the MoNHSRC.
5. Supervise and monitor all international shipments coming from the donor organizations and obtain shipment clearance from the seaport and airport without any delays.
6. Act as a protocol officer to brief the government and dignitaries of donor organizations in detail about the various functions of the Central Warehouse and Supplies (CW&S) Karachi and its goals and objectives.
7. Supervise and monitor each departmental supervisor to ensure that the supervisors follow warehouse safety and security procedures with a high sense of responsibility for staff health and safety precautions.
8. Provide directions to the departmental supervisor that all warehouse-related systems and procedures must comply with standards of the International Organization for Standardization (ISO).
9. Ensure the safety of warehouse assets and equipment and monitor maintenance of asset and inventory register maintenance.
10. Provide directions and guidance to the warehouse staff on receiving supplies, managing warehouse and distribution operations, and enforcing operational and warehouse policies and procedures through coordination.
11. Provide directions and guidance to the warehouse staff to increase warehousing efficiency and meet the defined goals and objectives.
12. Provide strategic direction and vision and identify challenges in the various functions of the warehouse and develop plans accordingly for improvement.
13. Supervise and monitor warehouse receipt and dispatched inventory status and make sure that supplies received and dispatched are in accord with the warehouse standard operating procedures (SOPs).
14. Supervise and monitor inventory levels by conducting physical counts and reconciling them with the warehouse management system (WMS).
15. Maintain the physical condition of the warehouse building by planning and implementing new ideas, inspecting equipment, and issuing work orders for repair and requisitions for replacement.

requisitions for replacement.

16. Supervise and advise the Finance Department in achieving financial objectives by preparing the annual budget of warehouse-related activities that should aim for scheduling expenditures, analyzing variances, and initiating corrective actions.
17. Ensure that warehouse staff have been provided with all the resources they require to perform their duties effective and efficiently.
18. Supervise and monitor warehouse staff performance by providing on-the-job training, disciplining employees, and appraising job results.
19. Supervise and monitor the protection of all supplies placed in the central warehouse from internal and external threats.
20. Ensure that all warehouse receipts and dispatch transactions are reported in the electronic WMS.

Designation: Deputy Director Store

Essential Duties and Responsibilities:

1. Maintain the warehouse building, equipment, and assets in working condition and provide prompt response to issues arising in the central warehouse.
2. Supervise the receipt and dispatch of supplies and placement and picking from or in the right area.
3. Prepare plans for the receipt and dispatch of supplies for timely off-loading and loading in the warehouse.
4. Supervise and monitor timely deliveries to the districts of health and population welfare departments.
5. Supervise and monitor inventory levels through the WMS and advice on improvements.
6. Ensure that various functions of the warehouse are in compliance with the warehouse SOPs and ISO standards.
7. Supervise overall warehouse management and make timely responses to any issue that arises in the warehouse.
8. Coordinate with the relevant warehouse departmental heads and provide advice to them for increasing warehouse efficiency and effectiveness.
9. Monitor and supervise warehouse staff performance and provide guidance, training, and directions to perform their jobs effectively and efficiently.
10. Maintain close coordination with the executive district officer, district population welfare officer, and national program coordinators to inform them about their supplies and deliveries.
11. Ensure that warehouse facilities are in working condition and are well maintained.
12. Provide suggestions to the director of the Store Department on warehouse improvements.
13. Resolve any conflict or other staff-related issues arising in the warehouse and promote a team working environment.
14. Coordinate with the dispatched section for timely deliveries and make sure that all records are updated and maintained.
15. Take disciplinary actions against violations of warehouse SOPs.

Designation: Deputy Director Administration

Essential Duties and Responsibilities:

1. Implement all the administrative and human resources (HR) rules, regulations, and procedures.
2. Oversee the maintenance and recordkeeping of personal files/annual confidential reports and dossiers/seniority lists of officers and staff of the central warehouse.
3. Process recruitment, posting, promotions, leave, and other pertinent matters related to the staff.
4. Keep the office furniture, telephone, typewriter, computers, and other equipment in functional condition.
5. Monitor the repair of warehouse vehicles, trucks, stackers, and generators and supervise maintenance requirements and warehouse building maintenance.
6. Purchase warehouse stationery, fuel for generators and other contingent supplies.
7. Supervise and monitor the attendance of the receipt and issue section.
8. Provide a timely response to the audit reports.
9. Provide timely invoices of suppliers and service providers to the Finance Department with complete documents.
10. Oversee all administration of the federal-level association, staffing, facilities, telecommunications, database management fulfillment, purchasing, and so on.
11. Oversee administrative activities, which include budget development and implementation and effective management of the Administration Department to provide quick and efficient services to the warehouse staff.
12. Provide strategic planning corresponding to best administration management requirements and monitor administration team performance to ensure efficient and effective administrative support to the warehouse staff.
13. Interpret administration and HR policy and procedures on performance appraisal, discipline, promotions, and grievance procedures for all warehouse staff.
14. Keep a record of all the assets and inventory of the warehouse and ensure the safety and security of warehouse assets.
15. Prepare the payroll for all the warehouse staff, and after gaining approval from the director of CW&S, submit to the Finance Department.
16. Ensure the smooth functioning of the Transport Department and provide timely facilitation to the dispatch section per requirements.
17. Monitor all the warehouse internal and external threats to safety and security and take appropriate actions against any perpetrator who violates the safety and security principles.
18. Ensure that security guards check visitors and record their information.

Designation: Assistant Director Sale Proceed

Essential Duties and Responsibilities:

1. Review and analyze each stakeholder's sale proceeds and the proceeds for the release of supplies.
2. Report to the Directorate of CW&S Karachi about the status of all stakeholder sale proceeds and follow up with the relevant stakeholders and persons to receive the sale proceeds on time.
3. Keep all records of the sale proceeds by province, district, and stakeholder.
4. Compile the sales proceed amounts of all stakeholders and provide a complete report to the director of CW&S Karachi.
5. Oversee the safe handling of the warehouse dispatch section records and ensure that accurate and error-free records are updated by the relevant person.
6. Ensure that commodities sent to the districts through a local transport provider have been properly communicated through received and dispatched vouchers sent to the respective district by postal mail.
7. Monitor warehouse building repair and maintenance and inform the Director CW&S if any immediate repair is required.
8. Perform physical counts of the stock along with the store supervisor when required.
9. Ensure that each section of the warehouse maintains up-to-date records of files as per the Government of Pakistan (GOP) rules and regulations.
10. Ensure that staff perform their duties in accordance with ISO standards and that the set rules and regulations of the ISO standards are not compromised.

Designation: Superintendent

Essential Duties and Responsibilities:

1. Maintain and interpret the instructions of manuals relating to administration.
2. Maintain the personal files, library, and security of the office records, office, and warehouse.
3. Ensure that all staff follow administration rules and regulations.
4. Ensure that warehouse premises are clean and well organized.
5. Assist the head of the office and other senior officers in administrative work and in exercising financial powers.
6. Inform the director of CW&S Karachi on general administration and financial matters and suggest improvements required in CW&S.
7. Assist the head of the office and the administration in performing inspection and audit reports and prepare draft replies for the Directorate of CW&S Karachi.

Designation: Accountant

Essential Duties and Responsibilities:

1. Maintain the cash book and other information to enable correct and accurate salary transfer to the individual accounts of staff.
2. Maintain the revolving impress money register and so forth.
3. Maintain the contingent register and abstract register.
4. Collect cheques from the Accountant General Pakistan Revenue and keep records of all received cheques.
5. Disburse monthly salary cheques to all staff of the CW&S Karachi.
6. Prepare individual staff travel (traveling allowance/daily allowance) bills.
7. Maintain the general provident fund register.
8. Prepare the advance salary sheet and deduct advances accordingly.
9. Maintain all documents registers, that is, cash and accounts books to create a fair and transparent audit trail.

Designation: Store Supervisor

Essential Duties and Responsibilities:

1. Supervise and assist in daily warehouse activities; these include filling and shipping district orders and meeting internal shipping requirements (technical service requirements of vendors and freight forwarders, etc.)
2. Ensure accuracy of shipments and supporting documentation, stock register, receiving incoming supplies and routing to the appropriate area per the WMS allocated location and packaging; assemble and prepare dispatch load plan of requested contraceptives.
3. Ensure that inventory transactions are accurately logged into the WMS and monitor product counts and reconciliation activities after dispatching commodities.
4. Ensure that assistants are scanning all the commodities by their lot, rack, and location through a barcode scanning device.
5. Measure and report on the effectiveness of warehouse activities.
6. Develop and maintain warehouse work instructions for all tasks and for the people involved in the warehouse operations.
7. Establish and update work procedures to meet warehouse demands per warehouse policy, procedures, and work flow.
8. Provide training on warehouse policies and procedures to workers and implement safety regulations.
9. Recommend measures to the director of CW&S for improving quality of service, increasing the efficiency of the warehouse and work crew and equipment performance and maintenance.
10. Continuously improve warehouse operations through on-the-job training.
11. Coordinate with other warehouse departments' supervisors to increase cooperation while performing activities of departments.
12. Review and analyze the contraceptives logistics report (CLR)- prepare an approval sheet for the director of CW&S for approval and release of the supplies.
13. Coordinate with the customs authorities, freight forwarders to consign the shipments and advise relevant staff on preparing the required documents and letters for releasing the shipments.
14. Closely monitor the warehouse building safety, security and commodity shelf life and deal with expiry products in accordance with the warehouse disposal policy.

Designation: Clearance Inspector

Essential Duties and Responsibilities:

1. Receive and check the documents of consignments (bill of lading, commercial invoice, packing list, bill of entry) received from freight forwarders and suppliers and prepare all the required documents for the clearing agents without any delays.
2. Maintain close coordination and effective communication with the clearing agents for the timely clearance of consignments from seaport and airport and bring supplies into the CW&S Karachi.
3. Coordinate with different GOP departments (External Affairs Director, Drug Regulatory Authority, Civil Aviation Authority, Customs, and Ministry of Commerce) for arranging various approval requirements for consignment clearance.
4. Prepare claims against the relevant authorities for short quantities or damaged consignments.
5. Stay updated about Customs rules and regulations and develop liaisons with other relevant authorities for timely responses to queries.
6. Facilitate obtaining excise duty and tax exemption certificates from relevant departments and coordinate with vendors on completion of all documents for custom clearance
7. Before receiving new shipments at the CW&S Karachi, communicate with and advise the commodity assistant to organize the space.
8. Prepare the incoming and received shipment reports for the warehouse supervisor and advise on stock sufficiency and deficiency in the CW&S Karachi.
9. Prepare an analytical report of various stakeholders' received commodities for the warehouse supervisor.
10. Share the updated received shipments data with the store staff (WMS) to update in the WMS.

Designation: Storekeeper 1

Essential Duties and Responsibilities:

1. Execute the receiving and dispatching of commodities, prepare and allocate proper space for the received commodities per the WMS requirements, and prepare the load order for the dispatching commodities.
2. Prepare the delivery challan for the relevant vendor and stakeholders.
3. Check and review all documentation on the received shipments and report discrepancies immediately to the store supervisor or return to the proper authority for correction.
4. Ensure that all received stock has serial, batch, lot numbers, and shelf life mentioned in visible font.
5. Take quick action on requests received from the districts for supplies, arrange packages, and assemble the load for dispatching commodities without any delays.
6. Coordinate in advance with the transport provider for timely deliveries and follow-up deliveries reaching the district level.
7. Inform the store supervisor for the upcoming 6-month stock requirements with an estimate based on the WMS reports and keep bin cards correctly updated.
8. Maintain effective stock control at all times at the central warehouse through the WMS.
9. Complete the CLR-3 of stock received from suppliers and prepare the CLR-7 for the dispatched commodities from the CW&S and forward to the store supervisor.
10. Administer all paperwork for CLR-3, CLR-5, CLR-6, CLR-7, and gate pass as per defined procedures of the CW&S Karachi.
11. Ensure a daily physical count of running lots and coordinate with the storeman (WMS) for operator allocation monitoring.
12. Coordinate WMS operations at all levels and enter stock information into the WMS and file all supporting documents accordingly.
13. Supervise labor for the proper allocation of space for the received and dispatched shipments in accordance with the first-to-expire, first-out (FEFO) system.
14. Supervise all issued vouchers and gate passes and keep records up-to-date.

Designation: Storekeeper 2

Essential Duties and Responsibilities:

1. Coordinate with the storeman (WMS) for implementation of the transport load plan per the allocated picking list and pick commodities from the specified area/racks or pallets.
2. Get authorized list of items to be picked from the warehouse supervisor/storeman (WMS).
3. Select items from stock and collate them according to the consignment requirements.
4. Scan the dispatch commodities and rack/pallet barcode and report to update the dispatch transactions in the WMS accordingly.
5. Physically count the loaded truck commodities and reconcile them with the picking list of the items.
6. Organize and supervise labor while loading, picking, packaging, and assembling.
7. Reconcile the loaded quantities with the authorized picking list of items.

Designation: Operator WMS (Assistant)

Essential Duties and Responsibilities:

1. Report and update all the daily transactions (receipts and dispatches) regularly in the WMS through the scanned commodities barcoding system.
2. Provide assistance to the storekeeper for the placing, scanning, and picking of commodities.
3. Provide information about empty places in the warehouse by utilizing the WMS system and advise warehouse staff on the proper management and relocation of stock in CW&S.
4. Obtain a signed approval sheet of commodities from the director of CW&S and print the commodities' picking list for the dispatcher.
5. Enter the receipt information of the received shipments using a barcode scanner and update the WMS.
6. Coordinate for printing the electronic gate pass for the released commodities with complete information on the commodities and consignee.
7. Prepare and print inventory reports for the warehouse supervisor and provide suggestions for the improvement and efficiency of the warehouse inventory management.
8. Ensure that all features of the WMS are working appropriately and are error free and that any problems that occur with the WMS are reported immediately.
9. Ensure that all the WMS equipment is running smoothly and kept in good working condition.
10. Ensure that all commodities placed at the CW&S are scanned and arranged by location in each area.
11. Ensure that commodities are released as per the FEFO system and any short expiry is reported immediately to management.

12. Designation: Assistant WMS (Logistics Data Center)

13. Essential Duties and Responsibilities:

14. Closely work with the WMS operator and ensure that commodities information in the WMS reconciles with physical stock, location, rack, and pallet.
15. Monitor and check all products for name, location, rack, and pallet and whether they are correctly indicated in the WMS.
16. Identify and correct any wrong entries in location, rack, and pallet in all areas A, B, C, and D.
17. Prepare and record the dispatched and receipt commodities manually on a daily basis and report to the WMS operator for reporting and updating in the WMS.
18. Get prints of the stock reports and reviews, have them signed by the store supervisor, and file them accordingly.

19. Identify and take precautionary measures to safeguard stock from loss, theft, damages, and expiry.
20. Ensure that all features of the WMS are working appropriately and are error free and that any problems that occur with the WMS are reported immediately.
21. Ensure that all the WMS equipment is running smoothly and kept and maintained in good condition.
22. Ensure that all commodities placed at the CW&S are scanned and arranged by location in each area.
23. Ensure that commodities are released as per the FEFO system and that any short expiry is reported immediately to management.

Designation: Recordkeeper (Urban District Council)

Essential Duties and Responsibilities:

1. File all warehouse-related officials' correspondence; these include received and dispatched letters, memos, and written responses to the various stakeholders according to the instructions of the store supervisor.
2. Maintain a well-organized filing system of all stakeholders' correspondence.
3. Provide support to the staff for manual data entry into the stock register and identify any errors and discrepancies and share them with the store supervisor.
4. Provide support to the data entry operator in creating effective and efficient reports.
5. Maintain the issuance gate pass file and monitor the gate pass entries register.

Designation: Picker/Packer (Carpenters)

Essential Duties and Responsibilities:

1. Load and unload vehicles and supervise labor to correctly pick and place the commodities in the right location and rack per WMS requirements.
2. Move stock to receipt area picks/placed commodities per WMS allocated location.
3. Scan the receipt and dispatch commodities and rack/pallet barcode; report the data to the storeman (WMS) to update the transaction accordingly.
4. Identify the repackaging and palletization requirements and repack cartons if required.
5. Conduct a visual inspection of the received commodities and provide a report.
6. Check the weights, packing condition, shelf life, and so forth, and provide a report.
7. Reconcile the physical count with paper documentation and report discrepancies if any.
8. Manually document all the receipt commodities and report to the warehouse supervisor/WMS operator.
9. Closely coordinate with the WMS operator to get instructions for placing and picking commodities per allocated area in the warehouse.
10. Prepare satisfactory reports of the dispatched and received commodities for the warehouse supervisor.

Designation: Administrative Assistant

Essential Duties and Responsibilities:

1. Maintain the overall warehouse administrative tasks and provide prompt response to staff requirements.
2. Ensure that all services and facilities of warehouse are in functional condition.
3. Ensure that warehouse day and night guards and cleaners are doing their jobs in adherence to the administration rules and regulation.
4. Ensure that the warehouse building (inside and outside) is secure from internal and external threats.
5. Ensure that all staff follow the safety and security rules and regulations and that all safety and security systems are working properly.
6. Ensure that all section offices of the warehouse are properly locked and that lights and computers are properly shut down after office hours.
7. Put in order all the administration-related files and properly lock them up.
8. Update the attendance sheets of employees regularly and prepare the list of late arriving and absent staff at the end of month and submit to the director of CW&S.
9. Maintain all leave records for staff.
10. Maintain all staff personal files and keep them in safe custody.
11. Draft response letters to the GOP at the federal level.
12. Maintain all administration-related files in a well-organized manner.

Designation: Transport Assistant

Essential Duties and Responsibilities:

1. Keep the record of the vehicle and truck log books and check that all entries made by users are correctly charged to the right section.
2. Maintain the vehicle pool and fuel slips issuance to the drivers for refueling.
3. Ensure that all drivers are maintaining vehicles and trucks, which includes service on time.
4. Ensure that drivers are following the daily, weekly, and monthly checklist for the vehicles to ensure that vehicles are maintained per the required standards.
5. Coordinate with the dispatch section to obtain the supplies load schedule and organize trucks per the allocated schedule.
6. Report to the administration director any issues and problems that compromise the efficiency and effectiveness of the transport.
7. Monitor the overtime of the drivers and record overtime and sign properly for it in the log book.
8. Fix repair and maintenance problems of the vehicles immediately
9. Ensure that drivers are aware of the GOP transport policy and perform their duties in adherence to the rules and regulations.
10. Report to the administration director any misuse of the vehicles and ignorance of or serious violations of rules.
11. Maintain all the vehicle-related files, fuel invoice files, and other supplier invoice files.
12. Process the bills for vehicles, generator fuels, vehicle repair, and service bills to the Finance Department and follow up for cheque preparation.

Designation: Loaders–Stacker Operators

Essential Duties and Responsibilities:

1. Store items in warehouse in an orderly and accessible manner.
2. Pack and unpack items to be stocked on shelves/racks in warehouses or storage yards.
3. Identify damaged and defective items and report to supervisors
4. Clean and maintain supplies, tools, equipment, and storage areas to ensure compliance with safety regulations.
5. Receive and count stock items before picking or /placing them in the racks and shelves and inform the store supervisor if any discrepancy is found.
6. Operate all equipment in a safe and efficient way according to all relevant policies and procedures of the warehouse.
7. Clean fork lifter and warehouse machines as scheduled or required.
8. Ensure that equipment is safely and securely stored.
9. Dispose of sewage according to set policies and procedures.
10. Ensure that warehouse buildings and facilities are well maintained.
11. Use basic safety equipment, such as safety helmets, shoes, gloves, and so on, while working.
12. Ensure that fire extinguishers are usable and are easily accessible.
13. Off-load the shipments from the containers and stack them properly in the allocated areas.
14. Pick pallets from the racks following the direction of the store supervisor and place them into the container.
15. Operate the stacker while following all safety and security requirements and safeguard other warehouse staff while operating the stacker.
16. Pick pallets from the racks or container with full control and balance.
17. Always use normal speed while the stacker is carrying pallets and keep eyes focused on surroundings.
18. Check the battery charging status before starting the stacker.
19. Perform a visual inspection of the stacker before operating it.
20. Stay fully aware of stacker operating and maintenance procedures.
21. Do not allow unauthorized people to start or operate the stacker.
22. Park the stacker properly in the parking area and charge the battery.

Designation: Storeman 1

Essential Duties and Responsibilities:

1. Ensure that all supplies received at the warehouse are properly stored and all records are correctly updated.
2. Assist the storekeeper with various functions of the warehouse, that is, recordkeeping, receiving, dispatching, and organizing transport for the delivery of supplies.
3. Check the physical condition, quantities, and documents of received supplies and report any discrepancies/errors to the storekeeper.
4. Keep all stock records, bin cards, and stockcards up to date and ensure that all supplies are placed per WMS requirements.
5. Assist the storekeeper in distribution of supplies, manage and organize the loading and unloading process, and monitor labor to work effectively and efficiently.
6. Coordinate with the storekeeper in advance for upcoming activities in the central warehouse and follow advice on multiple tasks to perform them effectively and efficiently.
7. Coordinate with various warehouse departments for the timely receipt and delivery of the supplies.
8. Coordinate directly with the transport providers and warehouse Transport Department for timely deliveries of supplies.
9. Ensure that warehouse records are maintained and up to date and that the physical stock status exactly matches with the WMS records.
10. Follow the instructions of the storekeeper and ensure that supplies are received and dispatched per the WMS and warehouse SOPs.

Designation: Storeman 2

Essential Duties and Responsibilities:

1. Maintain all the administration-related stock records and proper utilization of the inventory and assets of the administration.
2. Maintain sufficient stock of stationery and cleaning items and update records of the requesters.
3. Issue stationery from the office store upon the proper request of the staff and record the requester name, items, and quantities issued for each requester.
4. Prepare the new purchase request of the required stationery, utility items, and cleaning items for the Directorate CW&S Karachi for the timely purchase of supplies.
5. Ensure that office store items are properly locked and in safe condition.

Designation: Driver

Essential Duties and Responsibilities:

1. Inspect truck and vehicle defects and safe operating condition before, during, and after trips and inform transport in charge of any defects after each trip of duty.
2. Drive truck or vehicle to and from designated destinations per the GOP traffic rules and regulations.
3. Report any accident immediately that occurs during the trip and follow the instructions of the Transport Incharge when any incident occurs.
4. Follow the speed limits defined for various roads by traffic police.
5. Report promptly to the Transport Incharge any delays due to breakdowns, weather or traffic conditions, or other emergencies, or in the event of irregularities relating to pickup or delivery of supplies.
6. Carry valid driving license, vehicle registration book, and other important documents required by traffic police.
7. Maintain the log book properly and ensure that each step is completed properly in the log book.
8. Drive vehicles and trucks in accordance with warehouse policies and procedures and local GOP traffic rules and regulations.
9. Drive trucks and other vehicles with a high sense of safety and security of the staff and supplies.
10. Transport supplies from origin to destination in a safe and timely manner.
11. Oversee the safe and secure loading and unloading of supplies and instruct labor about product sensitivity.
12. Give or collect the necessary documents related to the supplies while delivering or collecting supplies from various locations.

Designation: Watchman Warehouse

Essential Duties and Responsibilities:

1. Patrol areas and check doors, gates, and windows for signs of unauthorized entry.
2. Watch for irregularities (e.g., fire hazards, leaking water pipes, lights left on, equipment malfunctions, unlocked security doors) and report incidents or problems to the appropriate authority
3. Respond to alarms and check if alarm system is functional.
4. Observe and report suspects to warehouse relevant authorities immediately.
5. Issue security passes and give directions to authorized visitors after confirmation from concerned official.
6. Check persons entering or leaving the premises of CW&H including their hand luggage.
7. Detect and report fraud, shoplifting, and other unlawful acts of employees or any direct or indirect threat to warehouse safety and security.
8. Maintain an up-to-date visitor register and ensure that information on all visitors is properly noted in the visitor register.

Designation: Warehouse Sweeper

Essential Duties and Responsibilities:

1. Clean the floors in the warehouse building by sweeping, mopping, scrubbing, or vacuuming.
2. Collect office waste and empty trash.
3. Clean windows, glass partitions, and mirrors by using soapy water or other cleaners with sponges or squeegees.
4. Remove dust from furniture, walls, machines, and equipment.
5. Keep clean and polish furniture and fixtures.
6. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
7. Notify managers of the need for major repairs or additions to cleaning operating systems.
8. Move heavy furniture, equipment, and supplies either manually or by using a stacker to remove the dust beneath.
9. Request supplies or equipment needed for cleaning and maintenance duties.
10. Set up, arrange, or remove decorations, tables, chairs, ladders, or scaffolding to prepare facilities for events such as meetings.
11. Ensure that warehouse washrooms are properly cleaned on a daily basis and that soap and toilet tissue paper are available in each washroom.



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