



Commodity Distribution Team Leader Responsibilities:

Reviews the EOC Common Responsibilities Checklist
Assesses the type and amount of commodities for distribution
Develops a comprehensive strategy to meet the requirements in an effective, timely and innovative manner
Provides situation reports to Mass Care, Housing and Human Services Group Supervisor
Implements strategy to meet the identified needs through local, regional, state and voluntary resources
Confers with Mass Care, Housing and Human Service Group Supervisor
Documents and tracks daily and cumulative amount of commodities distributed
Reports commodity distribution statistics
Coordinates with agencies or organizations to manage transportation, points of distribution and allocation of commodities

Reports to:

Mass Care, Housing and Human Services Group Supervisor

Supervises:

Commodity Distribution Specialists

Activation Phase:

- Maintain an overall vision of safety during all processes.
- Initiates position log
- Develops commodity distribution tasks in support of EOC objectives
- Assesses level of assistance needed and initiates request for resources

Operational Phase:

- Maintains position log on WEBEOC
- Monitors information on the status of commodity distribution tasks and reports to Mass Care, Housing and Human Services Group Supervisor
- Prioritizes requests for resources to meet service requirements
- Coordinates activities with other agencies and organizations
- Maintains status of amount and type of commodities distributed and information related to commodity distribution sites and shares information with the Mass Care, Housing and Human Services Group Supervisor
- Ensures communications with commodity distribution sites
- Provides commodity distribution input to EOC Public Information Officer
- Coordinates with other Emergency Support Functions

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff

- Provides all final documentation to the Documentation Unit Leader

Unique resources required:

- N/A