

# Warehouse Staff and Equipment



# Lesson Objectives

**By the end of this lesson, you will be able to:**

**1**

**Describe the different activities and areas of a warehouse**

**2**

**Describe the staff requirements in a warehouse**

**3**

**Describe the equipment requirements in a warehouse**

# Warehouse Functions

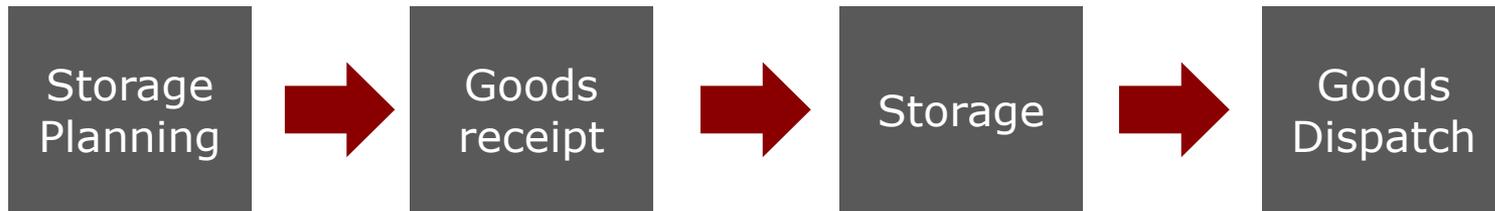
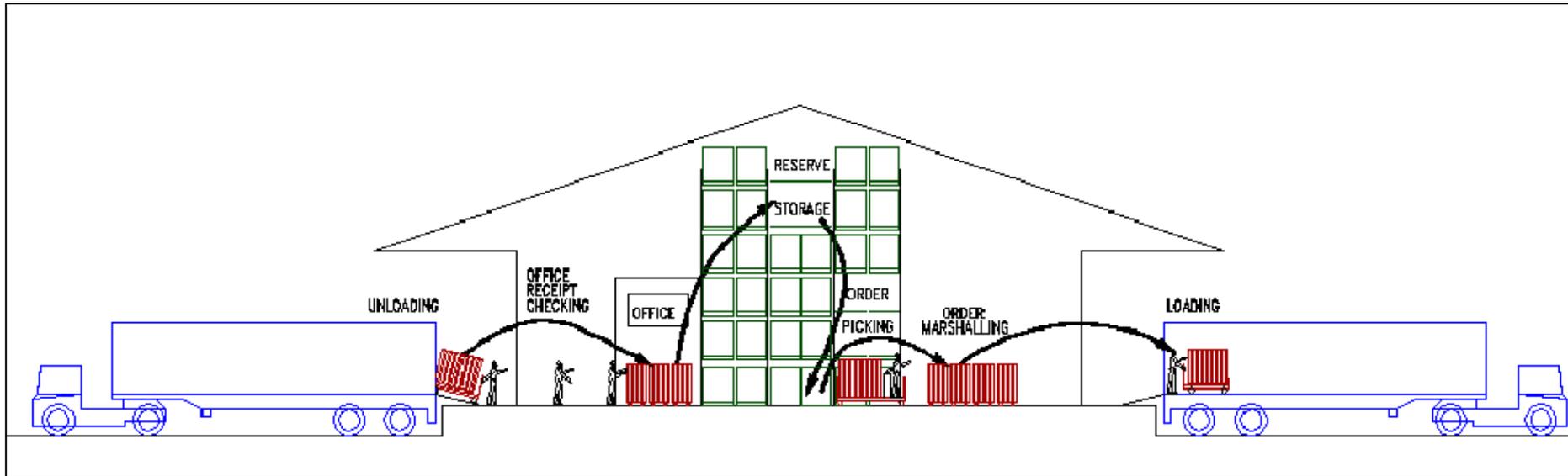
## Three Aspects to Consider

Structural Elements

Organizational Elements

Managerial Elements

# Warehouse Activities



# Warehouse Activities

## Pre-Arrival

- WH Layout
- Acknowledgement Receipt
- Coordination with Labor
- Stock Report

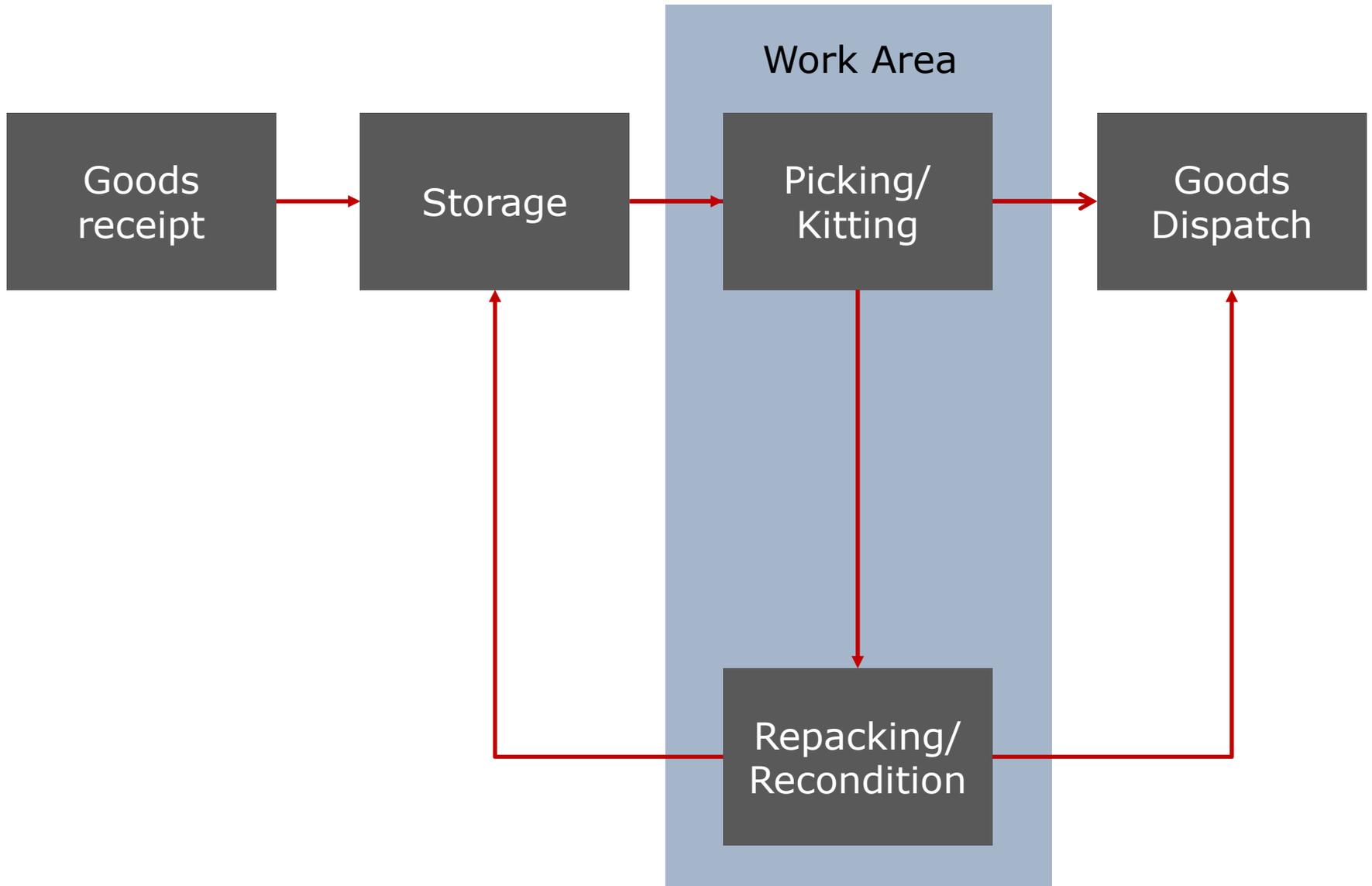
## Receipt & Storage

- Proper Stacking
- Stock Management (Loss & Damage Mitigation)
- Stack Card
- Daily Stock Report

## Dispatch

- FIFO Principle
- RIS & TOS
- Stack Card
- Daily Stock Report

# Different Areas in the Warehouse



# Exercise: Warehouse Staff

Once you have established a warehouse, what would be your staff requirements, and what type of staff would you need ?  
Define the role and responsibilities of each.

15 minutes to prepare / 10 minutes to discuss

# Exercise: Warehouse Staff

Once you have established a warehouse, what would be your staff requirements, and what type of staff would you need ?  
Define the role and responsibilities of each.

Warehouse Manager

Storekeepers

Casual Labor & Cleaners

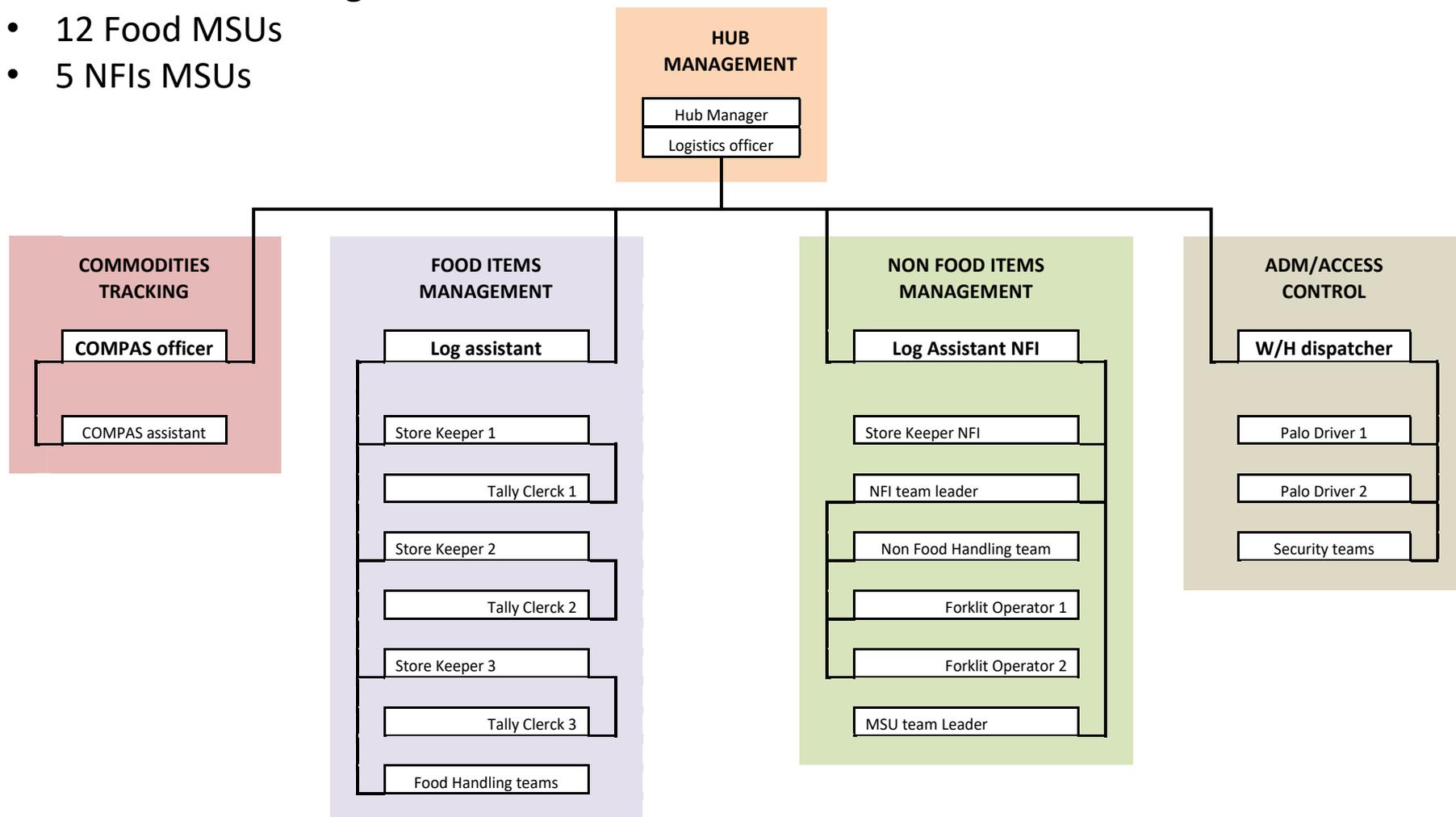
Assistant Storekeeper & Tally  
Clerks

Security Guards

# Example: Warehouse Staff in WFP Palo, Philippines 2014

## WFP Palo Hub staffing

- 12 Food MSUs
- 5 NFIs MSUs



# Responsibilities of Warehouse Staff

To **PLAN, ORGANISE & CONTROL** all activities pertaining to:

Staff Safety & Warehouse Security

Quality and Quantity Control

Warehouse Maintenance & Cleanliness

Cargo Receipt & Dispatch

Stock Management & Reporting

Cargo Handling, Stacking & Storage

# Basic Warehouse Equipment



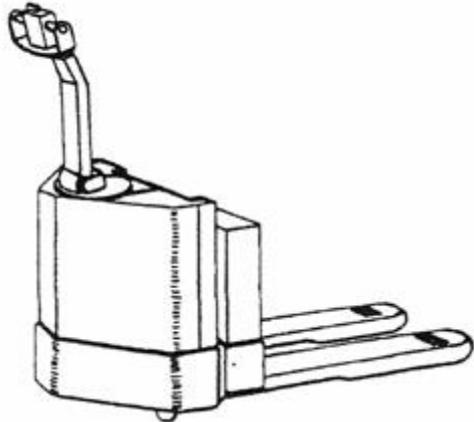
List the basic equipment you need to have in your warehouse

# Basic Warehouse Equipment

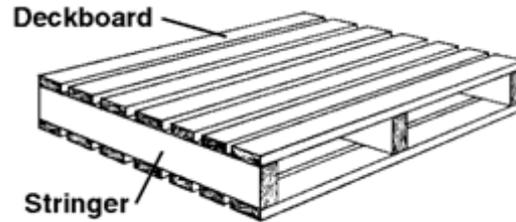
- Brooms
- Fire extinguishers
- First aid box
- Ladders
- Repackaging equipment e.g. sack needles and twine (or stitching machine), empty sacks, cartons, oil containers, adhesive tape
- Sampling spears
- Shovels
- Sieves
- Tools and materials for store repair and simple maintenance
- Torch
- Weighing scales



# Storage Equipment (for Handling)



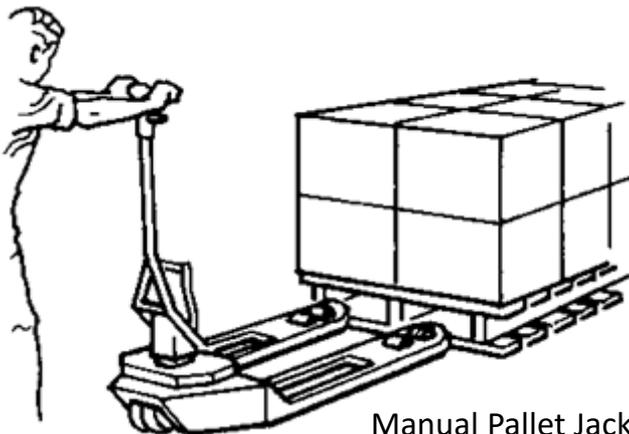
Elec. Walk Behind Pallet Jack  
(2.7MT Max Cap)



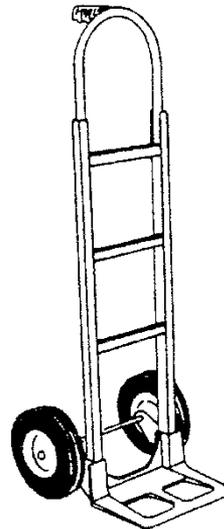
Pallets ISO  
Standard



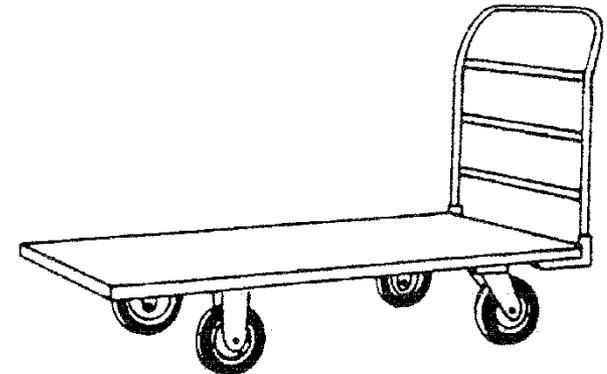
Forklift  
(2.5 tons average Cap)



Manual Pallet Jack  
(2.5MT Max Cap)



Hand Truck



Hand Truck

# Lesson Recap

## Questions:

**1**

**What are the different activities and areas of a warehouse?**

**2**

**What are the staff requirements in a warehouse?**

**3**

**What are the equipment requirements in a warehouse?**

# Questions



**World Food Programme**

**WFP Logistics, We Deliver**