

**JOB ACTION SHEET  
POD FACILITIES LEAD**

**Position title:** POD Facilities Lead

**Job classification code required:**

**Required Job Skills:**

**Module:** Disease Containment Branch

**You report to:** Logistics Chief

**You supervise (if activated):** N/A

---

---

**Mission**

To oversee site maintenance, waste disposal, and provision of food and drink for POD staff persons.

**Initial Actions**

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
  - Physical layout of the work space (e.g. emergency exits, bathrooms).
  - If assigned, check workstation phone and computer.
  - Obtain needed office supplies (paper, pens, etc.).
  - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
  - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

**Specific Job Actions**

- Convene briefing for staff in your area, review procedures and protocols
- Familiarize self with other areas in clinic
- Oversee maintenance staff to ensure site is kept clean and functioning for POD staff persons and the public
- Set up schedule for ordering replacement portable toilets, and ensure toilets on site (for POD staff) are kept clean and stocked with paper products
- Oversee waste disposal through collaboration with Waste Disposal Liaison; includes the disposal of medical as well as non-medical waste

- Ensure staff area with food and drink for POD staff is kept stocked and clean; work with food and drink area runners and Safety Officer to ensure foods are kept at the appropriate temperatures
- Solicit feedback from staff about what is working well and what is not working well, and suggest changes if necessary
- Give Logistics Chief feedback about what is working well and what is not working well

### **Conclusion of Work Shift Actions**

- Complete all required forms, reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

D R A F T