

GE ①

MISSION DESCRIPTION

of the

EROS Data Center

3/20/73

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1.0 INTRODUCTION

This document provides an overview of the products, services and organization of the EROS Data Center. In addition, selected operational elements of the Data Center are described in more detail as to function, ^{equipment,} current and projected workloads and personnel.

2.0 BACKGROUND

A Data Center in Sioux Falls, South Dakota, is operated by the USGS of the Department of the Interior to provide access to Earth Resources Technology Satellite (ERTS) imagery for the general public, and foreign and domestic government agencies at all levels.

In addition to the reproducible ERTS imagery, the Center also holds NASA aircraft data, current USGS aerial photography, and computer compatible tapes of ERTS and NASA aircraft data. Facilities are available for data storage, retrieval, reproduction, and dissemination, and for user assistance and training.

2.1 PRODUCTS

ERTS Data

ERTS data, originally processed at the Goddard Space Flight Center, NASA Data Processing Facility (NDPF), is a significant part of the Data Center data file. Each scene, covering 10,000 square nautical miles, is imaged seven times from the ERTS-1 spacecraft: three images from the Return Beam Vidicon (RBV) and four images from the Multispectral Scanner (MSS). The raw data are either bulk-processed and provided to

the Data Center in the form of 70mm film, or precision-processed and provided on film at a scale of 1:1,000,000. The Data Center has a catalog of the ERTS data and a browse file including one RBV image and one MSS image per scene for evaluation of coverage and cloud cover.

NASA Aircraft Data

Data obtained by NASA, as part of its Aircraft Program in support of the development of Earth Resources Surveys by aircraft and spacecraft, is processed at the Manned Spacecraft Center. The data were acquired for specific purposes and to varied specifications as to time, areal coverage, and sensors, and are primarily of test sites within the continental United States. A catalog of the data and a browse file are at the Data Center.

Copies of the data are produced at contact scales and enlargements, in color or black-and-white, on film or on paper. Each image is reproduced with marginal information that provides frame number, date, geographic coordinates, and order number. A request for reproductions is normally processed within one week.

USGS Aerial Photography

Aerial photographs, made by the U.S. Geological Survey primarily for purposes of topographic and geologic mapping, are available from the Data Center.

Thematic or Special Subject Maps

Thematic maps produced systematically or mechanically from ERTS data are available at the Data Center. The special subjects covered are: extent of standing water, infrared-reflective vegetation, massed works of man, and snow cover. Maps are prepared for the entire United States or parts thereof if the subject, as for example snow cover, is not applicable to the entire country. The maps are produced as single-color transparent overlays to a base map series, both with UTM grid to expedite registration.



Magnetic Tapes

Computer-compatible magnetic tapes of both ERTS data and NASA Aircraft Program data are available for reproduction through the Data Center. Of the total ERTS data, about 1 percent of the raw MSS data, and 100 percent of the precision-processed data are available in this form. Tapes of data from Aircraft Program investigations, as with NASA Aircraft data, cover a variety of sites and situations, but all that have been produced are available.

Browse Files

The catalogs of ERTS data, Aircraft Program data, and USGS data produced on 16mm film are available for purchase. The browse files have two indexes to identify scenes at high speeds: Kodamatic Indexer Code Lines and Image Control. Each film is also designed so that it can be cut and mounted by the user for microfiche presentation. Browse files for the ERTS data are updated every 18 days and are available on a subscription basis. Updating of the other browse files is irregular and films must be purchased individually.

2.2 Services

Search and Retrieval

The EROS Data Center staff assists in locating data to suit individual needs. They respond to inquiries by telephone, letter and personal visits.

The computerized data storage and retrieval system is based on a geographical system, including the UTM grid, supplemented by such information as date and scale. The staff converts inquiries into searches of the computer-based system. They will also assist in ordering reproductions. Visitors to the Center consult the browse file to evaluate the frames of particular interest before placing a purchase order.

Assistance in Interpretation Techniques

Users who visit the Data Center have special equipment available for the manipulation of the imagery, such as densitometers, additive color viewers and stereo viewers. The scientific staff provides consultation on the use of this equipment and on interpretative problems.

Training

Periodically, the scientific staff at the Data Center offers courses in various aspects of remote sensing. The instructions offered are a cartography course, an interpretation course, and a scientific research course, all of which involve field and laboratory exercises.

2.3 DATA CENTER ORGANIZATION

The above products and services are formulated within the following organizational groups.

- Office of the Chief
 - User Assistance and Training Activity
 - Administrative Services *
 - Research and Evaluation
 - Production and Fiscal Control
 - Quality Assurance Section
 - Support Services *
 - Computer Center Branch
 - Autographic Thematic Extraction System Branch
 - Data Management Branch *
 - Users Services Branch *
 - Photographic Laboratory Branch *

* These elements are described in more detail in Section 3.0.

2.4 FACILITIES

The EROS Data Center is located at _____ in a facility enclosing _____ square feet. A layout of this building is shown in Figure 2.4 (Add other pertinent descriptive information.)

(BUILDING LAYOUT)

2.4
FIGURE  EROS Data Center Building Layout

3.0 ELEMENT DESCRIPTIONS

This section describes in detail the following operational elements of the EROS Data Center :

- REQUEST FUNCTION
- DATA MANAGEMENT (R/C/S)
- PHOTOGRAPHIC LABORATORY
- CUSTOM PHOTO LAB
- DATA DISSEMINATION
- SUPPORT SERVICES

Included with the functional description of each element is quantitative data relating to ^{current and projected} workload, throughput and/or input-output ^{parameters} as appropriate; related equipment types and quantities; and current staffing and skill levels.

3.1 Request Function

(Describe function and equipment utilized.)

3.1.1 Current Workload

(Describe current loads quantitatively, i.e. requests/unit time by type; throughput factors; current staffing by type/skill level; etc. Use graphs & tables.)

3.1.2 Projected Workload

(Same as 3.1.1 for projected loads. Make no references to projected staffing.)

3.1.3 Position Descriptions

This section provides position descriptions representative of the skill levels currently being utilized to handle the work load defined in Section 3.1.1.

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Librarian

LOCATION: EDC COMPONENT: User Services Branch

REPORTS TO: User Services Supervisor NO. OF PERSONS: 1

ITEM #	DESCRIPTION OF DUTIES
1.	Establishment of the document control system.
2.	The receipt, logging, labeling and storage of all documents. Documents to include M&O Manuals, spacecraft and EDC descriptive documents, technical design documents, specifications, catalogs, Users Manual, all documents generated in the EDC, etc.
3.	Control of the release and return of all documents.
4.	Assisting in the establishment of the archival film storage/retrieval system.
5.	The receipt, logging, labeling and storage of all archival film products (including microfilm).
6.	Control of the release and return of all archival film masters.
7.	Control of the receipt, storage and release of the masters of all EDC generated documents.
<u>BACKGROUND REQUIREMENTS.</u>	
Minimum of: High school graduate with two years experience in library and document control. Customer relations training and previous typing experience desirable.	

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Technical Writer

LOCATION: EDC COMPONENT: User Services Branch

REPORTS TO: User Services Supervisor NO. OF PERSONS: 1

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Assemble, prepare, layout and edit the material for all User Services publications.
1.	Proofread computer outputs generated for use in standard catalogs to verify text accuracy and legibility. Edit material to meet documentation requirements.
2.	Layout text, charts, graphs and photos in preparation for publication. Insure that the copy is camera ready.
3.	Maintain working masters of all publications for reprinting and retain any extra copies for additional distribution.
4.	Coordinate with the Request Clerk and with the shipping and receiving function to schedule the release of published documents.
<p><u>BACKGROUND REQUIREMENTS</u></p>	
<p>Minimum of: High school graduate with one year of college training in English or Journalism. One year experience in technical writing and preparation of camera ready copy is desirable.</p>	

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Request Clerk - User Services

LOCATION: EDC COMPONENT: User Services Branch

REPORTS TO: User Services Supervisor NO. OF PERSONS: 3

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Provide assistance to EDC customers relative to catalogues and microfilm viewer. Process requests for EDC data.
1.	Perform receptionist functions in the Browse Facility. Demonstrate data display equipment and use of catalogues.
2.	Prepare and monitor inputs to the information system which relates to user services. Perform all clerical tasks associated with servicing requests for data end products. Process routine requests for EDC Data and Products.
3.	Review image abstract forms received from users for correct format and prepare inputs for the data base.
4.	Handle telephone requests for product information.
	<p><u>BACKGROUND REQUIREMENTS</u></p> <p>Minimum of: High school graduate with six months experience working in a technical library with a remote terminal and a microfilm viewer. Customer relations training and previous typing experience desirable.</p>

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: MTST Operator

LOCATION: EDC COMPONENT: User Services Branch

REPORTS TO: User Services Supervisor NO. OF PERSONS: 1

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Provide operations support for MTST equipment.
1.	Type material as required.
2.	File material in accordance with established filing procedures.
3.	Operate User Services equipment that is peripheral support of the MTST when necessary.
<u>BACKGROUND REQUIREMENTS</u>	
Minimum of: High school diploma plus courses in typing. One year experience in typing with at least three months on MTST equipment.	

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: MCST Operator

LOCATION: EDC COMPONENT: User Services Branch

REPORTS TO: User Services Supervisor NO. OF PERSONS: 2

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Provide MCST equipment operations support services for the EDC.
1.	Type material as required.
2.	File material in accordance with established filing procedures.
3.	Operate User Services equipment peripheral in support of the MCST when necessary.
<u>BACKGROUND REQUIREMENTS</u>	
Minimum of: High school diploma plus courses in typing. One year experience as typist with at least three months on MCST equipment.	

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Control Clerk

LOCATION: EDC COMPONENT: User Services Branch

REPORTS TO: User Services Supervisor NO. OF PERSONS: 2

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Provide support related to the handling of incoming and outgoing material by preparing appropriate forms, collating of materials and packing and shipping.
1.	Receive incoming tapes, card decks and material supplies. Unpackage for receiving inspection.
2.	Operate film/paper cutter equipment to separate photographic products. Collate products by shipment according to work order/shipping order instructions.
3.	Package outgoing data items.
4.	Assemble deactivated data packages for release to archival storage.
5.	Maintain logs and records of all shipping and receiving activities. Prepare data receipt and shipment notifications for data base entry.
<u>BACKGROUND REQUIREMENTS</u>	
Minimum of: High school graduate.	

3.2 Data Management (R/C/S)

(Describe function and equipment utilized.)

3.2.1 Current Workload

(See 3.1.1)

3.2.2 Projected Workload

(See 3.1.2)

3.2.3 Position Descriptions

This section provides position descriptions representative of the skill levels currently being utilized to handle the workload defined in Section 3.2.1.

3.3 Photographic Laboratory

(Describe function and equipment utilized.)

3.3.1 Current Work load

(See 3.1.1)

3.3.2 Projected Work load

(See 3.1.2)

3.3.3 Position Descriptions

This section provides position descriptions representative of the skill levels currently being utilized to handle the workload defined in Section 3.3.1.

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Production Control Specialist

LOCATION: EDC COMPONENT: Photographic Laboratory Branch

REPORTS TO: Production Lab Supervisor NO. OF PERSONS: 2

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Integrate laboratory production activities through the implementation of work orders and data flow.
1.	Request and receive work orders that initiate a job and obtain from storage the appropriate photographic materials required for the processing runs. Schedule and submit the entire job to processing personnel.
2.	Receive completed jobs from the processing lines; verify that the output is satisfactory; return or forward photographic products, and work orders to their proper destinations.
3.	Prepare reports, graphs and other production records to document daily system activities.
	<p><u>BACKGROUND REQUIREMENTS</u></p>
	<p>Minimum of: High school graduate with six months experience in preparing computer runs, keypunching, library cataloging and retrieval work.</p>

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Production Technician - Printer

LOCATION: EDC COMPONENT: Photographic Laboratory Branch

REPORTS TO: Production Lab Supervisor NO. OF PERSONS: 11

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Operate precision photographic duplicating equipment in a dark room environment.
1.	Perform equipment start-up and shut-down functions. Initiate automatic set-up functions and verify readiness for operation. Clean equipment at completion of operation.
2.	Monitor and adjust automatic equipment functions during equipment operation. Verify film tracking, processing parameter stability, and output product quality.
3.	Operate manually-controlled printing equipment. Identify images selected and establish exposure times, focus and image size.
4.	Conduct periodic tests to demonstrate and certify printing equipment functions. Interpret test results to identify and make adjustments required to maintain printing quality.
	<p><u>BACKGROUND REQUIREMENTS</u></p> <p>Minimum of: High school graduate with a minimum of two years experience in the processing of high resolution aerial photography, operating precision photographic printing equipment and performing photo processing quality control tests.</p>

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Production Technician - Processor

LOCATION: EDC COMPONENT: Photographic Laboratory Branch

REPORTS TO: Production Lab Supervisor NO. OF PERSONS: 4

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Operate precision photographic film processing equipment in a dark room environment.
1.	Perform equipment start-up and shut-down functions. Initiate automatic set-up functions, and verify equipment readiness for operation. Clean and purge equipment at completion of processing.
2.	Monitor and adjust automatic equipment functions during equipment operation. Verify film tracking, processing parameter stability, and output product quality.
3.	Operate manually-controlled processing equipment.
4.	Conduct periodic tests to demonstrate and certify processing equipment functions. Interpret test results to identify and make adjustments required to maintain processing quality.
	<p><u>BACKGROUND REQUIREMENTS</u></p> <p>Minimum of: High school graduate with a minimum of two years experience in the processing of high resolution aerial photography, operating precision photographic processing equipment, and performing photo processing quality control tests.</p>

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Photo Technician - Chemical Mix

LOCATION: EDC COMPONENT: Photographic Laboratory Branch

REPORTS TO: Production Lab Supervisor NO. OF PERSONS: 1

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Operate the centralized chemical mix facility, which involves the mixing of large batch chemical solutions for use in automatic film processing machines. Perform quality control tests to certify that solutions are properly compounded.
1.	Prepare large batches of chemical solutions for use in automated black and white and color precision processing machines. Transfer chemicals from mix tanks to storage tanks, and to film processors via patch panel operation. Clean mix tanks after each mix and insure cleanliness of chemical mix facility.
2.	Schedule number and quantity of chemical mixes required to support photo processing activities. Monitor chemical use rates and maintain usage records.
3.	Maintain supply of stored chemicals. Insure that stored chemicals are properly rotated and that chemicals are not allowed to deteriorate on the shelf and notify the Production Lab Supervisor when normal supply schedules do not adequately meet requirements.
4.	Perform chemical analysis of processing solutions. Certify that solutions are properly compounded, and in correct balance. Operate the electrolytic silver and the bleach regeneration systems.
	<p><u>BACKGROUND REQUIREMENTS</u></p> <p>Minimum of: High school graduate with three years experience in conducting photographic processing quality control operations and chemical analysis of processing solutions. One year experience in operating a centralized chemical mix facility and/or experience in operating and maintaining electrolytic silver recovery equipment is required.</p>

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Photo Technician - Quality Control

LOCATION: EDC COMPONENT: Photographic Laboratory Branch

REPORTS TO: Production Lab Supervisor NO. OF PERSONS: 2

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Perform quality control functions within the photo processing subsystem to include sensitometric and densitometric tests, record maintenance, and product inspection.
1.	Operate sensitometers and densitometers to print and measure density of photographic images. Construct and interpret sensitometric curves; and analyze effects of development on density and contrast. Construct and use time-gamma, time-fog and time-temperature charts. Measure resolution of photo images.
2.	Notify supervisor when quality control checks indicate that photo processing operations are approaching out of tolerance levels. Recommend adjustments to processing and/or printing parameters based on quality control evaluations.
3.	Perform quality control check of all photo products to insure that established specifications have been met. Inspect final photo products for tears, scratches and image quality prior to release from the photo processing subsystem.
4.	Maintain quality control check lists, charts, graphs, reports and procedures to insure that quality control functions are being properly documented at all levels. Review and evaluate records to determine trends and potential problem areas. Coordinate activities with Quality Assurance personnel.
<u>BACKGROUND REQUIREMENTS</u>	
Minimum of: High school graduate with courses in algebra, trigonometry and chemistry. Three years experience in functions such as processing and duplicating high resolution aerial photography with at least one year's experience in performing photographic processing, quality control operations and constructing and maintaining quality control records.	

3.4 Custom Photo Lab

(Describe function and equipment utilized.)

3.4.1 Current Work load

(See 3.1.1)

3.4.2 Projected Work load

(See 3.1.2)

3.4.3 Position Descriptions

This section provides position descriptions representative of the skill levels currently being utilized to handle the work load defined in Section 3.4.1

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Photo Technician - Custom Processing

LOCATION: EDC COMPONENT: Photographic Laboratory Branch

REPORTS TO: Custom Lab Supervisor NO. OF PERSONS: 2

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Print and process black and white and color sensitized materials, operate automatic and semiautomatic film processing equipment, mix chemistry and quality check products.
1.	Operate custom photographic equipment including continuous roll film contact and projection printers, manual contact and projection printers, continuous film processing machines, manual copy cameras and auxiliary equipment.
2.	Process all types of color and monochrome, negative, positive and reversal film using automatic and semiautomatic processors or manual processing techniques.
3.	Produce photographs for displays, reports, briefings and publications using creative print control techniques to achieve desired effect. Make color and black and white contact and projection prints using special imagery enhancement technique. Make duplicate negatives, slides, internegatives, interpositives, and viewgraphs. Copy charts, art work, and photographic prints, producing duplicate quality equal to that of the original.
4.	Mix processing and finishing formulae. Maintain compatibility between chemical composition, film emulsions, and paper developers.
5.	Perform quality control tests to identify deficiencies in development and exposure and initiate corrective action. Test and maintain duplicate negatives, slides, internegatives, interpositives, and viewgraphs.
	<p><u>BACKGROUND REQUIREMENTS</u></p> <p>Minimum of: High school graduate with two years each of custom photographic laboratory production experience in</p> <ul style="list-style-type: none"> (1) B&W functions, and (2) color functions where emphasis was placed on copy work and saleable print production.

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Technical Illustrator

LOCATION: EDC COMPONENT: Photographic Laboratory Branch

REPORTS TO: Custom Lab Supervisor NO. OF PERSONS: 1

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Prepare graphics and art work for inclusion in EDC publications.
1.	Prepare illustrations, charts and graphs for incorporation into EDC publications. Assist in the layout of all charts, graphs and photos.
2.	Prepare and layout the montage maps. Enter indexing data, and insure that the copy is camera ready.
3.	Assist in editing EDC publications.
	<p><u>BACKGROUND REQUIREMENTS</u></p> <p>Minimum of: High school graduate with one year experience in topographical drafting and preparation of camera ready copy. Technical writing experience is desirable.</p>

3.5 Data Dissemination

(Same as 3.1, etc.)

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Clerk - Data Dissemination

LOCATION: EDC COMPONENT: Photographic Laboratory Branch

REPORTS TO: Data Dissemination Supervisor NO. OF PERSONS: 5

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Handle outgoing material through the preparation of appropriate forms, collating of materials for shipment, and packing and shipping.
1.	Operate film/paper cutter equipment to separate photographic products. Collate products by shipment according to work order/ shipping order instructions.
2.	Package outgoing data items for shipment. Organize shipments, shipping orders, and address labeling in preparation for outgoing shipment or staging.
3.	Assemble deactivated data packages for release to archival storage.
4.	Maintain logs and records of all shipping activities. Prepare data shipment notifications for data base entry.
	<p><u>BACKGROUND REQUIREMENTS</u></p> <p>Minimum of: High school graduate with six months shipping and receiving experience. Exposure to volume shipping is desirable.</p>

3.6 Support Services

(Same as 3.1, etc.)

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Receptionist

LOCATION: EDC COMPONENT: Support Services

REPORTS TO: Support Services Supervisor NO. OF PERSONS: 1

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	The Receptionist will be responsible for receiving all visitors to EDC. She will verify visit arrangements and handle all visitors for whatever purpose in a pleasant, tactful and discreet manner.
1.	Receive all visitors in a pleasant, tactful manner; determine the nature of their visit; verify clearance and validity of visit request if such concerns access to Classified Defense Materials; contact persons to be visited to come to lobbies to receive their visitors; ascertain that proper visitor records are kept; provide badges appropriate to the nature of the visit and insure that badges are taken up and accounted for at conclusion of visits.
2.	Answer, and in some cases place, telephone inquiries concerning visits and allied security matters.
3.	Coordinate and cooperate in the management of the visitors lobby with patrol personnel stationed at that location.
	<u>BACKGROUND REQUIREMENTS</u>
	Minimum of: The incumbent should have a good general knowledge of security procedures inherent in her duties, and should be able to assimilate in minimal time detailed instruction concerning security processing involved with both incoming and outgoing visit arrangements. High school graduate preferred.

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Telephone Operator

LOCATION: EDC COMPONENT: Support Services

REPORTS TO: Support Services Supervisor NO. OF PERSONS: 1

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	To receive and originate calls thru direct audio contact with all levels of Management in both Industry and Government on local exchange, FTS and direct lines. Establishes conference calls on request.
1.	To answer all incoming calls properly and complete requests in a pleasant and efficient manner.
2.	Transfer calls upon signal.
3.	Initiate and/or complete conference calls using proper circuitry.
	<u>BACKGROUND REQUIREMENTS</u>
	Minimum of: High school diploma.

POSITION AND PERSONNEL DESCRIPTION

POSITION TITLE: Warehouseman

LOCATION: EDC COMPONENT: Support Services Branch

REPORTS TO: Support Services Supervisor NO. OF PERSONS: 1

ITEM #	DESCRIPTION OF DUTIES
SCOPE:	Provide services related to receiving and shipping material at the warehouse.
1.	Maintain records of all receipts and shipments at warehouse.
2.	Maintain a location directory of all items in the warehouse.
3.	Retrieve and store all material in the warehouse.
4.	Operate all equipment necessary for the storing of material in the warehouse.
	<p><u>BACKGROUND REQUIREMENTS</u></p> <p>Minimum of: High school diploma.</p>