Warehouse staff need to understand and be able to perform the tasks listed below. They must be trained through formal training sessions or on-the-job (by pairing an inexperienced person with an experienced staff member).

For new operations, consider a TDY from another country (or a short-term consultant) with knowledge of commodity management **and** local regulations and conditions to help set up inventory system and train staff.

Periodic refresher training is recommended to ensure staff are up-to-date on changing regulations.

* Commodity storage and handling systems and procedures
* Gender issues in commodity management
* Warehouse cleaning and maintenance procedures
* First-aid
* Fire safety, including use of fire extinguishers(see TOOL: ***Warehouse Staff Safety Guide***)
* Commodity accounting (ledgers and stack cards) and reporting
* Quality control
* Pest control (Integrated Pest Management) and safety
* Disposal of unfit commodities
* Security system and procedures
* Fraud prevention