物资部库管工作任务日清

1. 负责柴油的收发，填写好发油记录，每日清点柴油库存，如果空桶容量大于或等于9000L,通知进油。

Responsible for the sending and receiving of diesel, filling in the oil distribution record, and counting the diesel inventory every day. If the capacity of the empty barrel is greater than or equal to 9000L, notify the oil intake.

1. 对所有进场的材料存放情况进行检查，需要用木头垫于下方，并用篷布覆盖，覆盖不好或者出现破洞的，通知中国领导用新篷布进行覆盖。

Check the storage conditions of all incoming materials. Wood should be placed underneath and covered with a tarp. If the coverage is not good or there are holes, notify the Chinese leader to cover with a new tarp.

1. 每天轮班对1~4号库房及柴油库房进行整理，保持库房的清洁，整齐，并做好物资分类。

Clean up warehouses 1 to 4 and diesel warehouses in shifts every day, keep the warehouses clean and tidy, and classify materials.

1. 对油桶进行清洗。

Clean the oil drum.

1. 进行物资的发放，所有物资的发放需要有微信图片发货指令或者电话指令，如果没有，不得进行发放，让领料人电话通知物资部，通知以后，拍好照片，做好记录，一起发中国领导。

For the distribution of materials, all materials need to be issued with WeChat picture delivery instructions or telephone instructions. If not, do not issue. Ask the picker to call the materials department. After the notification, take a good picture and make a record. Development of Chinese leaders.