



DUTIES OF GATEHOUSE PERSONNEL MANY AND VARIED

Left to right: Ralph Paxton, John Drake, Gilbert Whitmire, John Bishop, and Chief F. L. "Buck" McCall.

The duties of the guards and watchmen at the Gatehouse are certainly many and varied. They have to know all of the employees, and must see that only employees go in the plant at shift changes. If employees enter or leave at the gate between shift change, they have to keep a record of names, time in and time out.



Other duties for the guards include handling of night autocall; long distance calls after office switchboard is closed; keeping record of company cars, drivers, destination, and time in and out; maintaining records of visitors—who visited, and time in and out; make rounds of entire plant, including both parking lots, every 30 minutes from 6 P. M. to 7 A. M.; keeping records on everything going out of gate; taking employees home in case of illness after office hours; supply general information to salesmen, visitors or employees; handle parking problems for parties, picnics, or

special occasions; check employees, their families and friends at the Thursday night movie, and one guard is on duty at each movie; check through offices four times each night, checking doors, windows and lights; call all necessary persons in case of fire, and all except one reports to fire area; deliver important messages to employees who are not on duty; dispatch company cars at night; accompany bank trip each day; and in cases of emergencies they are called on to perform various other duties.

The watchmen make rounds of the entire area every hour, making the Gatehouse their headquarters. They check each of the 34 warehouses on these rounds, check visitors' badges, and keep records of time freight trains come onto the grounds and the time they leave.

To assist the gatehouse personnel to better perform their duties, several changes have been made in the gatehouse. The new enclosure enables them to work with ease where it is not as crowded as the previous arrangement.