

Jarrett: A Nuts and Bolts Man

If Carl Jarrett was the kind of person who laid something down and then forgot where he put it, he would be in deep trouble.

As a supplies worker at RJR Archer, Inc., Jarrett is responsible for keeping up with every nut, bolt, pump, piston, glove and goggle used on the evening shift at the two of the company's plants.

"I am pretty particular about where I put something, so I can go back and find it," admits Jarrett. "If a part went bad on a machine and I couldn't find that item in stock, the machine downtime would cost the company money."

To keep up with all the parts and supplies used at the two plants, Jarrett utilizes microfilm records, an index and computer reports.

"All our stock is set up under commodity numbers," he explains. "When a mechanic or foreman requests a part from me, I go to an index to look up the commodity number for that item." Jarrett points out that after having worked in stock rooms for 10 years, he knows many of the commodity numbers from memory.

The next step in locating a part is to check microfilm records, which are categorized by commodity numbers, to find out what is in stock and where it is located.

To make sure that necessary items are always in stock, Jarrett files material requisition reports. Information on what items have been removed from stock and who the items are charged to are put into a computer information system.

The computer bank also keeps records of how many of each item should be kept in stock. If Archer runs low in a certain item, computer programs notify the engineering accounting office that it should purchase replacement stock.

"We try to keep one extra of everything on hand just in case," continues Jarrett. "And besides having repair parts for equipment, we also have whole pieces of equipment such as motors, pumps and cylinders. Mechanics can borrow a motor, for example, to put on a machine while they repair the faulty motor. By borrowing a whole piece of equipment, the machine doesn't have to be shut down while a part is repaired."

Jarrett says his job is a combined purchasing, receiving and shipping function. "I keep track of items that need to be shipped to other supply rooms or other plants," he notes. "I draw up purchase requisitions for materials we need. And when items come in, I make reports on what I'm putting in stock."

"I know I'm doing something important and that makes me feel good."



Carl Jarrett locates one of the many items that he must keep track of to help make sure that RJR Archer operates at peak efficiency. "If I couldn't find a replacement part, the machine downtime would cost the company considerable money," says the supplies worker.

Coral Jackson Elected Commandress

Daughter Coral A. Jackson has been elected Illustrious Commandress of Sethos Court #105 Daughter of Isis. Mrs. Jackson is a member of Goler Metropolitan A.M.E.Z. Church. She is a graduate of Atkins High School, attended McLeans Business College and Reynolds Vocation School.

Mrs. Jackson works at R.J. Reynolds Tobacco Co. as a packing machine operator. She is married to Aluin A. Jackson, Sr., past Potentate of Sethos Temple #170 and has three children, Angelia, Raeford and Carla.

Other officers for the year of 1981 are: Daughter Betty Manning, 1st Lt. Commandress; daughter Marilyn Peterson, 2nd Lt. Commandress; daughter Annie Eldridge, High Priestess; daughter Vernell Moody, Oriental Guide; daughter Pauline Benbow, Treasurer; daughter Josephine Cooper, Recorder; 1st Ceremonial daughter Dt. Juanita

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Mrs. Coral Jackson

Volunteers Sought For City Board

Winston-Salem Mayor Wayne A. Corpening announced Monday that he is seeking four volunteers or nominations from City residents to serve on the City/County Planning Board and on the Council on the Status of Women.

Two vacancies will develop on each board in February. Of the four total vacancies, only two incumbents are eligible to be reappointed -- John D. Clark on the Planning Board and Mrs. Marion Ackerman on the Council on the Status of Women.

The nine members of the Planning Board are appointed jointly by the aldermen and the county commissioners for four year terms. The Planning Board advises local officials regarding the best allocation of community resources to meet community needs. It adopts general plans for the community, reviews all zoning requests, recommends zoning and subdivision ordinances and approves urban renewal areas.

The 12-member Council on the Status of Women has half of its membership appointed by the city governing board and the remaining half by the county commissioners to three year terms. It studies the status of women and identifies areas of inequity, promotes the full utilization of the potential of women and makes appropriate recommendations for remedial action in the public and private sectors of the community.

Corpening said that individuals should contact him by stating their candidacy or their nominations by Feb. 5. The name, address and telephone number of the candidate and an outline of those personal attributes that would assist the boards in carrying out their functions should be sent to him at P.O. Box 2511, Winston-Salem, 27102.

Mary Autery Elected Ruler

Mrs. Mary Fair Autery, daughter of Mrs. Mary L. Fair, 125 S. Jackson Ave., will be installed as DL Ruler of Columbia Temple #422 in Washington, D.C., Sunday, January 11, 1981, at 4 p.m. She is Past Grand Daughter Ruler, Past State President, Past Daughter Ruler, Magnolia Council, Member of Beauty and Talent Fezz Club #2 and very active in her temple.

Mrs. Autery's brother T. Willard Fair of Miami, Florida, will be guest speaker of the evening. Mrs. Fair attended public schools here and moved to Washington in 1963 where she has been very active in the church and community.



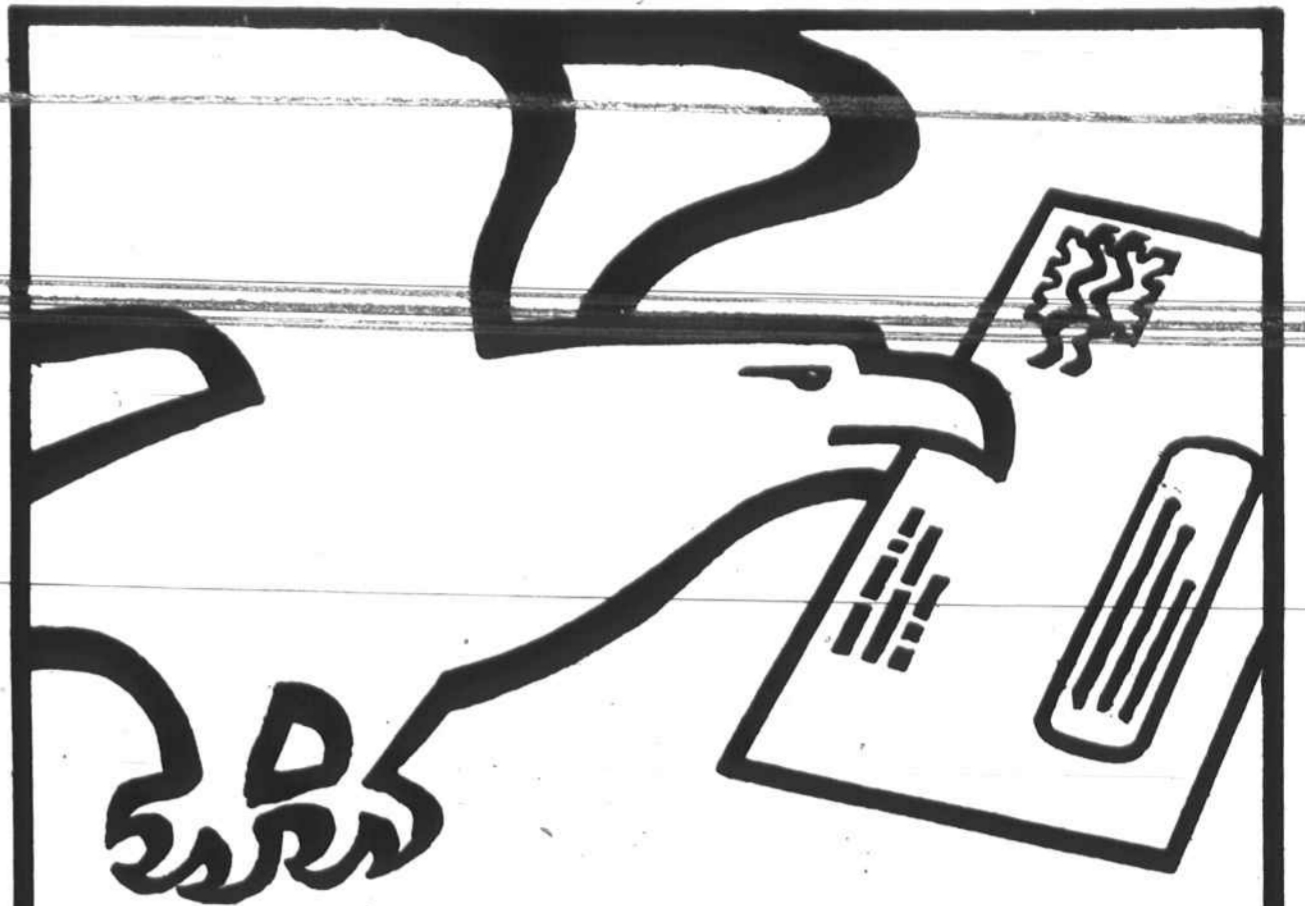
Mrs. Mary F. Autery

Lupus Lecture Set

Dr. Carlos Agudelo will lecture and lead a discussion for the Winston-Salem Area Lupus Chapter Sunday, January 11, at 2:30 p.m. in the Highland Presbyterian Church Activity Building.

Dr. Agudelo, a native of Colombia, is a member of the Rheumatology Department, Bowman Gray School of Medicine, where he is also a Professor of Medicine.

The Lupus Chapter was formed last month in response to a need locally for a support and educational unit for Lupus patients and their families.



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