



Lead Instructor – Production (Retail Production Manager)

{Open position}

Summary:

To assist in fulfilling the purpose/mission of HRM by supporting Gateway Thrift Retail Operations and supervising adult training academy students through real life job training and Christ-centered discipleship. The Retail Production Manager oversees incoming donations – sorting, processing, and pricing of retail and salvage items while maintaining standards in organization and safety of production areas.

Job Expectations

Primary Focus:

- Provide discipleship and speak into the lives of our students and employees
- Train, develop and equip students and staff to perform assigned tasks to achieve performance goals and certification needs
- Work with others to promote an organizational culture that is aligned with our overall vision for Gateway Enterprises
- Work to keep the Production Department's vision aligned and with our overall vision for Gateway Enterprises
- Be an effective communicator and team supporter
- Actively live out the elements the students are being taught
- Assist in preparing adult students for full time work elsewhere in the future
- Pursue Christ-likeness in every area of life and work
- Implement and maintain Lean principles in Production such as 5S, Standardized Work and daily goals.

Specific to Production:

- Oversee production staff /students/volunteers– manage performance evaluations and disciplinary actions
- Set goals and hold all staff/students accountable to those goals
- Assist in recruitment, hiring, termination process with Senior Management Team representative
- Be active in the production area on a daily basis
- Facilitate production needs with Retail Management
- Facilitate baling operations
- Assist with continuous improvement of production set up and methodology
- Maintain a clean and organized work area
- Maintain the framework and flow of the production area
- Maintain safety procedures and aspects in production area
- Maintain inventory of needed supplies to operate production
- Assist in maintaining production budget and P&L
- Participate in regularly scheduled production, leadership and management meetings
- Abide by and enforce all Policies and Procedures, maintaining retail handbook and operating manual

General Focus:

- Utilize training manuals and procedures to train and develop staff/students/volunteers
- Utilize performance binders in each work area, complete forms and reporting in a timely manner
- Complete tracking aspects for staff/students/volunteers in a timely manner

Job Qualifications

- Personal:
 - Must provide a clear biblical testimony of a personal experience of receiving by faith the Lord Jesus Christ as Savior and give evidence of His presence in daily living
 - Actively seek the unity of believers
 - Be a mature Christian and a member in good standing of an evangelical church
 - Possess a desire to mentor and disciple participating students
- Education & Experience:
 - High School graduate; College degree (2 or 4 year) preferred
 - Experience in production operations required; thrift and recycling processes preferred
 - Experience in continuous improvement and 5S processes
 - Experience in production reporting
 - Experience in online sales preferred
 - Experience in Rescue Mission work preferred
 - Knowledge of what God is doing through the ministry of Rescue Missions
- Skills & Abilities:
 - Ability to lead and train individuals and teams effectively
 - Ability to read, write and interpret written documents
 - Excellent customer service skills
 - Proficient at follow-through and above average ability to communicate effectively at all levels
 - Intermediate computer skills (Word, Excel, Outlook and data entry)
 - Forklift Certification preferred.
- Physical:
 - Sitting or standing for long periods of time to perform job functions
 - Ability to lift and move objects weighing up to 60 pounds
 - Manipulate, handle, feel and control items or equipment
 - Communicate effectively with students, co-workers and volunteers
 - Be able to read, write and interpret written documents

To apply submit your resume and cover letter by August 25, 2017 to hr@hollandrescue.org Visit <http://hollandrescue.org/employment/> for a list of open positions and application.