

*MISSION STATEMENT: Holland Rescue Mission exists to glorify God by proclaiming and demonstrating His love through Christ-centered programs of excellence for the homeless and less fortunate.*

## **HOLLAND RESCUE MISSION**

### **Job Description**

**POSITION:** Production Associate-Donations/Hard Goods

**DEPARTMENT:** Production

**RESPONSIBLE TO:** Production Manager

**LEVEL:** 6

**SUMMARY:** To assist in fulfilling the purpose/mission of HRM by performing the general duties necessary for the efficient operation of processing donations and hard goods to meet budget goals.

#### **RESPONSIBILITIES:**

##### Donations Intake

1. Greet donors and assist them with unloading donations from their vehicles.
2. Log in customer information to ensure proper inventory and donor receipting.
3. Perform initial sort of all materials received through donation intake, residential pickups, and donation drives.
4. Place all sellable hard goods into gaylords or other appropriate containers for processing by Hard Goods retail team.
5. Sort all clothing by basic quality and into men's, women's or children's winter or summer.
6. Ensure all gaylords are labeled appropriately and delivered to proper place in the warehouse when full and replace all full gaylords with empty ones as needed.
7. Determine if a non-sellable item is to be placed in appropriate gaylord for export or scrap.
8. Assist in training volunteers and Gateway students assigned to donation sort workstation and give input for workstation evaluations.

##### Hard Goods Processing

9. Sort, price and discard donated hard line goods to meet daily/weekly goals.
10. Assess quality and brands of furniture, electrical and electronic donated items, testing and make minor repairs as needed.
11. Transfer merchandise from the production area to the sales floor.
12. Maintain sorting/processing area to remain clean and organized free of debris and hazards, including emptying work station at the end of each shift.
13. Maintain clean and organized workspace area, utilizing 5S principles.

### General

14. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
15. Work to protect the reputation of the ministry in all events.
16. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
17. Participate in training as assigned by mission leadership.
18. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.
19. Perform other duties as assigned.

### **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 (Romans 6:13, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church.
- Possess a desire to serve in meeting the physical needs of our students and point them to Jesus Christ as Savior and Lord.

#### **Education and Experience:**

- High School Diploma
- Customer service experience

#### **Skills and Abilities:**

- Self-motivated
- Ability to work with a diverse group of individuals
- Willing to learn and be flexible in fast-paced and high-volume environment
- Punctual with dependable attendance history
- Have high integrity for handling and sorting all donations for sale
- Must be able to work flexible schedules, including Saturdays.
- Follows company policies and safety procedures
- Have or be willing to train for fork lift license (required)

#### **Physical:**

- Sitting or standing for long periods of time to perform job functions
- Ability to lift and move objects weighing up to 35 pounds and occasionally 50 pounds.
- Manipulate, handle, feel, and control items or equipment
- Communicate effectively with clients, co-workers and volunteers
- Be able to read, write, and interpret written documents

**II Timothy 3:16-17** *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_