

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 Team Lead

DEPARTMENT: Production

RESPONSIBLE TO: Production Manager

LEVEL: 5

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

RESPONSIBILITIES:

1. Be active in the production area on a daily basis.
2. Assist Production Manager in setting goals and holding staff/students accountable to those goals, reporting completion to supervisor.
3. Assist Production Manager with supervising production staff /students/volunteers including performance evaluations and disciplinary actions as needed.
4. Assist Production Manager to facilitate production needs with Retail Management.
5. Assist Production Manager in maintaining a clean and organized work area including framework and flow of the production area utilizing 5S processes.
6. Assist with continuous improvement of production set up and methodology.
7. Maintain safety procedures in all production areas.
8. Assist with baling operations and contract invoicing and billing.
9. Maintain inventory of needed supplies to operate production.
10. Participate in regularly scheduled production, leadership and management meetings as needed.
11. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
12. Work to protect the reputation of the ministry in all events.
13. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
14. Participate in training as assigned by mission leadership.

15. 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.
16. 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 guests and point them to Jesus Christ as Savior and Lord.
- Possess a desire to mentor and disciple participating students

Education and 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 preferred
- Experience in production reporting
- Experience in Rescue Mission work preferred
- Knowledge of what God is doing through the ministry of Rescue Missions

Skills and 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

2 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:** _____