

***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-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 hard good items to meet budget goals.

RESPONSIBILITIES:

1. Sort, process, and price donated hard goods accurately, making minor repairs as needed to efficiently meet daily/weekly goals.
2. Transfer priced hard goods from the production area to the sales floor.
3. Demonstrate productive and profitable decision making to determine what is saleable in all processed hard goods categories.
4. Continually train students and be available for their pricing questions.
5. Maintain clean and organized workspace area, utilizing 5S principles.
6. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
7. Work to protect the reputation of the ministry in all events.
8. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
9. Participate in training as assigned by mission leadership.
10. Participate in overall development efforts as appropriate.
11. 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.
12. 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.

Education and Experience:

- High School Diploma
- Customer service experience
- Production experience preferred

Skills and Abilities:

- Self-motivated
- Ability to work with a diverse group of individuals
- Willing to learn and be flexible in high volume and fast-paced environment
- Punctual with dependable attendance history
- Must be able to work flexible schedules, including Saturdays
- Ability to become forklift certified
- Follow company policies and safety procedures

Physical:

- Sitting or standing for long periods of time to perform job functions
- Ability to lift and move objects weighing up to 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: _____