

***MISSION STATEMENT:** Holland Rescue Mission exists to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate.*

HOLLAND RESCUE MISSION

Job Description

POSITION: Production Associate - Baler Operator

DEPARTMENT: Production

RESPONSIBLE TO: Production Manager

LEVEL: 6

FLSA STATUS: Part Time; Non-exempt

SUMMARY: To assist in fulfilling the purpose/mission of HRM by managing all aspects of the Baling Operation under the leadership of the Production Manager to support the Gateway Thrift Store social enterprise.

RESPONSIBILITIES:

1. Sort, package, and prepare inventory for shipment.
2. Prepare and operate tools, equipment, and machinery to achieve assigned baling duties.
3. Operate forklift and/or pallet jack to load and unload trucks, moving pallets and heavy inventory.
4. Maintain work area and/or machinery in a neat and clean manner.
5. Communicate to Production Manager when operating supplies are needed.
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 education
- Knowledge of what God is doing through the ministry of Rescue Missions.
- Experience in Rescue Mission work preferred.

Skills and Abilities:

- Ability to operate a bale machine, manual and electric pallet jacks.
- Ability to communicate clearly by giving and following written and oral instructions.
- Ability to physically sort, carry, hang and/or load merchandise.
- Ability to maintain attendance, performance, and safety standards.
- Valid driver's license.

Physical:

- Sitting or standing for long periods of time to perform job functions
- 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
- Ability to lift and move objects weighing up to 60 pounds

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: _____