



Redwood Gospel Missions Job Description

The Redwood Gospel Missions, in the grace and power
of Jesus Christ, mobilizes our community to minister
to the needy so that lives are transformed

- Job Title:** Industrial Field Agent
- Location:** 1821 Piner Road, Santa Rosa & 375 Southwest Blvd, Rohnert Park
- Ministry:** Industrial Ministries
- Time Commitment:** 40 hours per week
- Supervisor:** Procurement Manager
- Supervises:** Program volunteers
- Qualifications:** Possess a valid California Driver's License, ability to lift 60 lbs., understand written & verbal instructions and local maps. Good customer service skills & discernment, team player
- Position Summary:** Pick up donated items & return to industry warehouse. Interface with donors and program volunteers. Work with volunteers for unloading. Transport unneeded to various locations. Other duties assigned by supervisor
- Duties and Responsibilities**
- * Pick up donated items from pre-arranged locations and return to Industry warehouse
 - * Assist with and direct volunteers in the unloading of daily pick-ups and sorting of items to be used for ministries or removed to landfill.
 - * Interface with donors & provide written receipts if requested.
 - * Maintain excellent customer service relationships with donors.
 - * Keep truck gas filled, perform preventative maintenance, keep truck clean.
 - * Be familiar with and follow all Industry policies & procedures.
 - * Other duties as assigned by supervisor