



Redwood Gospel Missions Job Description

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

- Job Title:** Warehouse/Recycling Manager
- Location:** 1821 Piner Road, Santa Rosa & **375 Southwest Blvd, Rohnert Park**
- Ministry:** Industrial Ministries
- Time Commitment:** 40 hours per week; occasional overtime
- Supervisor:** Director of Industrial Ministries
- Qualifications:** Able to operate forklift and work in a warehouse environment; good organization al skills. Able to lift 60 pounds; team player.
- Position Summary:** Keep recycling center warehouse organized & free of obstructions. Supervise all inflow & outgo of pallets, boxes & bales in recycling area to appropriate locations. Work with all purchasers of marketable bulk items & disposal of non-usable items.
- Duties and Responsibilities**
- * Work with processors for flow of bulk inventory items to collection locations.
 - * Operate or assist with operation of baler to bale up textiles & other baled items.
 - * Use of fork lift to move any bales, boxes, pallets & other recycling or trash items to the appropriate locations for storage or for removal.
 - * Assist with keeping warehouse area free of debris & hazards & moving inventory to other locations as needed.
 - * Move fresh gaylord boxes to areas required; track box ownership & requirements.
 - * Keep recycling area organized and free of debris; arrange for pick ups of bulk items. This includes but is not limited to: textiles, electronics, scrap metal, shoes, books, toys/stuffed animals, plastics, belts & purses.
 - * Maintain records of all salable bulk items leaving warehouse & interact with all buyers & purchasers of same.
 - * Bring all items taken outside back into warehouse for night storage (includes trash).
 - * Keep parking area outside recycle warehouse clear & free of debris & hazards.
 - * Be familiar with and follow all Industrial policies & procedures.
 - * Other duties as assigned by supervisor including assistance with special events.