

Redwood Gospel Mission

Job Description

The Redwood Gospel Mission, 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
Ministry:	Industrial Ministries
Time Commitment:	40 hours per week
Supervisor:	Director of Industrial Ministries
Supervises:	Program volunteers unloading trucks
Also works with:	Fleet Manager
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 as 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 requested by supervisor.