



Redwood Gospel Missions Production Manager

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

Location(s): 375 Southwest Blvd. Rohnert Park, CA 94928

Ministry: Industrial Ministries

Time Commitment: 40 hours per week

Supervisor: Director of Industrial Ministries

Supervises: All warehouse production employees

Position Summary: Responsible for all production activities in the warehouse area, training & supervision of all production staff; monitoring workflow of the production area. Work with all purchasers of marketable bulk items & disposal of non-useable items.

Qualifications: Good organizational & supervisory skills; able to train employees on all warehouse processing positions & perform those positions as needed in case of employee absences. Able to fill in as retail manager if needed.

Duties &

Responsibilities:

- *Train & supervise production employees; be able to perform all positions as needed.
- *Be familiar with retail management in case of need for coverage in the store.
- *Responsible for consistent & accurate item pricing by production staff.
- *Oversee the movement of donated merchandise in an organized manner from point of donation to preparation for sale with a minimum amount of waste.
- *Oversee clothing & items being added to or removed from store inventory.
- *Develop standards & descriptions of acceptable product.
- *Develop & monitor processing quotas & standards; provide reports to supervisor.
- *Assist with actual production as needed; track production count and efficiency.
- *Be familiar with and enforce all Industrial Ministries policies and procedures.
- *Other duties as assigned by supervisor.