

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.