

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:** Electronics Tester and Back Door Receiving
- Location:** 1821 Piner Road
- Ministry:** Industrial Ministries
- Time Commitment:** 40 hours a week
- Supervisors:** Director of Industrial Ministries; Processing Manager
- Qualifications:** Good customer service skills; good organization and discernment. Able to lift 40 to 60 pounds; team player.

Position Summary:

Provide a pleasant and uncluttered atmosphere for customers dropping off donations and picking up already purchased items

Duties and Responsibilities:

- * Monitor the back door for customers delivering donations.
- * Keep donation area clean and organized; monitor placement of donated items to ensure a clear work flow; keep high traffic areas swept & free of debris.
- * Monitor and arrange placement of sold items to prevent obstructions; assist with furniture sales pick-ups by customers.
- * Issue customer donation receipts as requested.
- * Test all electronic equipment for salability; arrange for proper disposal of broken or unrepairable items.
- * Be familiar with and follow all Industry policies & procedures.
- * Other duties assigned by supervisor