

# 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  
**MINISTRY:** Industrial Ministries  
**TIME COMMITMENT:** 40 hours per week  
**SUPERVISOR:** Director of Industrial Ministries

### POSITION SUMMARY:

Pick up donated items in the community, pick up items for the Mission, when approved by the Industrial Director, bring stock to the stores and haul excess items to warehouse. When not driving, perform other related duties as assigned.

### QUALIFICATIONS:

Possess a valid California Driver's License; ability to lift 60 lbs. understands written instructions and local maps, and be of age 25 to meet insurance requirements.

### DUTIES AND RESPONSIBILITIES:

- Transport donations to warehouse
- Transport excessive trash to the local land-fill
- Write out receipts for donations
- Light (preventative) maintenance of the truck
- Keep truck clean and serviced
- Work in sale yard as needed
- Maintain excellent customer service skills with donors
- Work as a team player

### PHYSICAL REQUIREMENTS:

Heavy Lifting, squatting, standing and driving

I can perform the essential functions and tasks of this job.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

