Redwood Gospel Missions
Warehouse/Recycling Manager

> **The 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): 1821 Piner Road, Santa Rosa & 375 Southwest Blvd. Rohnert Park

Ministry: Industrial Ministries

Time Commitment: 40 hours per week; occasional overtime

Supervisor: Director of Industrial Ministries

Position Summary: Keep recycling center warehouse organized & free of obstructions. Supervise all inflow & outgo of pallets, boxes & bales in recycling area to appropriate locations. Work with all purchasers of marketable bulk items & disposal of non-usable items.

Qualifications: Able to operate forklift and work in a warehouse environment. Good organizational skills. Able to lift 60 pounds. Must be a team player.

Duties & Responsibilities:

*Work with processors for flow of bulk inventory items to collection locations.

*Operate or assist with operation of baler to bale up textiles & other baled items.

*Use of forklift to move any bales, boxes, pallets & other recycling or trash items to the appropriate locations for storage or removal.

*Maintaining & keeping warehouse area free of debris & hazards & moving inventory to other locations as needed.

*Move fresh gaylord boxes to areas required; track box ownership & requirements.

*Keep the recycling area organized and free of debris. Arrange for pick-ups of bulk items to include, but not limited to: textiles, electronics, scrap metal, shoes, books, toys/stuffed animals, plastics, belts & purses.

*Maintain records of all salable bulk items leaving warehouse & interact with all buyers & purchasers of same.

*Bring all items taken outside back into warehouse for night storage (including trash)

*Keep the parking area outside the recycling warehouse clear & free of debris & hazards.

*Be familiar with and follow all Industrial policies & procedures.

*Other duties as assigned by supervisor including assistance with special events.