



JOB DESCRIPTION

Position	Department	Reports to
Production Assistant Manager	Gateway Production	Production Manager
Employment Status/Schedule	FLSA Status	Salary Level
Full time	Non-Exempt	5
Location	JD Number	Last Update
Gateway Center	80-04	7-23-24

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Production Assistant Manager supports the Production Manager in the day-to-day operations on the production floor, ensuring each area is processing goods in a safe and efficient manner, meeting overall safety and performance standards.

Essential Duties & Responsibilities

- Actively engage in the production area daily.
- Assist Production Manager in leading daily standups with the Gateway students.
- Assist Production Manager in setting goals and holding staff/students accountable to those goals, reporting completion to supervisor.
- Assist Production Manager in reporting tracking data and goals to the Social Enterprise Director.
- Assist Production Manager with supervising production staff /students/volunteers including performance evaluations and disciplinary actions as needed.
- Assist Production Manager to facilitate production needs with Retail Management.
- Assist Production Manager in maintaining a clean and organized work area including framework and flow of the production area utilizing 5S processes.

- Assist with continuous improvement of production set up and methodology.
- Maintain safety procedures in all production areas.
- Assist with baling operations and contract invoicing and billing.
- Assist with supervising and leading special volunteer groups i.e., JAWS crews.
- Maintain inventory of needed supplies to operate production.
- Participate in regularly scheduled production, leadership and management meetings as needed.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

Education/Experience

- High school graduate or equivalent required; college preferred
- Minimum 1 – 3 years' experience in production operations required; thrift and recycling processes preferred
- Minimum 1 – 3 years' experience in production reporting required
- Experience/knowledge in continuous improvement and 5S processes preferred
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities

- Strong organizational, time management, multitasking and networking skills
- Ability to communicate effectively – written, verbal and electronic communication
- Strong leadership skills to supervise and assign staff to achieve departmental goals, while exhibiting servant leadership.
- Ability to supervise staff and volunteers as needed
- Problem solving skills.
- Basic computer skills (Microsoft Office 365, Outlook, data entry, inventory management)
- Valid driver's license preferred
- Forklift certification preferred

Physical Activities/Demands & Work Environment

- Stand, walk, lift, carry regularly; bend, crouch occasionally to perform job functions
- Lift and move objects weighing up to 50 pounds required; up to 75 pounds preferred if working in furniture
- Manipulate, handle, feel, and control items or equipment
- Communicate effectively with donors, volunteers, students, and staff
- Read, write, and interpret written documents
- No adverse environmental conditions expected

2 Timothy 3:16-17 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature _____

Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements are subject to possible modification to reasonable accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an ‘at will’ relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.