JOB DESCRIPTION

Position	**Department**
Assistant Production Manager	Production
Reports to	**Position Classification**
Production Manager	Full Time; 1st shift
Direct Reports	**FLSA Status**
None	Exempt
Location	**Salary Level**
Gateway Center Campus	4
Last Update	**JD Number**
11-3-26	80-06

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 Assistant Production Manager supports daily production operations by coordinating workflow, supervising teams, and ensuring production goals, safety standards, and quality expectations are met. This role bridges leadership and execution while modeling servant leadership and discipleship.

Team members may include employees, students, and volunteers.

Essential Duties & Responsibilities

Daily Operations

- Actively manage day-to-day production floor operations
- Ensure all production areas are staffed and function efficiently
- Troubleshoot workflow issues and adjust resources as needed

Team Leadership

- Supervise Production Leads, staff, students, and volunteers
- Assist with coaching, training, and performance management
- Lead daily production standups and communicate goals

Production Execution

- Track and report production metrics and progress
- Ensure production goals for each area are met consistently
- Reinforce quality standards across all product categories

Process & Continuous Improvement

- Support implementation of 5S and Lean practices
- Identify inefficiencies and recommend improvements
- Maintain organization and flow of materials

Donations & Coordination

- Support donation intake and sorting processes as needed
- Coordinate with Donation Intake & Fleet Manager on flow and needs
- Assist with dock operations and logistics when required

Safety

- Enforce safety standards and proper equipment use
- Ensure work areas remain clean, organized, and safe

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, students, and volunteers
- Critical thinking skills
- Basic computer skills (Microsoft Office 365, Outlook, data entry, inventory management)
- Forklift certification preferred

Physical Activities/Demands

- 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 staff, students, and volunteers
- Read, write, and interpret written documents

Environmental Conditions

Work is performed in a warehouse and production environment with regular exposure to dust, noise, and moving equipment. Occasional exposure to donated goods in varying condition. Temperature may vary between indoor and dock areas.

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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.