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**Processing Director**

04-25-23

**Accountability**: Chief Operating Officer

**Status**: Full Time; Exempt

**Purpose**: To provide leadership and organization to the Processing Departments including the processing of all donated items, trucking, and warehousing.

**Qualifications**:

* Supervisory experience of at least 3 years
* Good people and customer skills
* Good organization skills
* Ability to be creative
* Ability to be decisive
* Good balance of grace and truth
* Willing to adhere to Jubilee’s Mission Statement, Core Values, Statement of Faith, Position Statements, and Employee Code of Conduct

**Working Conditions/Physical Factors:** *Occasionally= 1-33% Frequently= 34-66% Continuously= 67%-100%*

* Lifting (under 25lbs) - Frequently
* Lifting (over 25lbs) - Occasionally
* Standing - Continuously
* Pushing/Pulling - Frequently
* Use of Pallet Jack - Frequently
* Sitting/Use of Computer - Frequently
* Driving of company trucks - Occasionally
* Access to workspace - parking located 1 block away; 2 flights of stairs

**Duties**:

1. Lead the Processsing Department Managers in proving oversight and vision to each area. Work to improve efficiencies and maintain production tracking.
2. Provide oversight and accountability for all direct reports including setting goals, monitoring workflow, training, and coaching.
3. Enforce all policies and procedures in the Processing Department.  Give direction to new policies, procedures, and updates.
4. Ensure the cleanliness, organization, and safety of all Processing areas.
5. Oversee the flow of merchandise to and from the warehouse and stores.
6. Assist in the hiring and evaluation of staff and students in the Processing Department.
7. Be a mentor, by example, to students working within the Processing Department.
8. Be available to fill in for any Processing Department Managers during their absence.
9. Attend monthly store manager meetings and be part of staff meetings and team building.
10. Lead Processing Team Meetings.
11. Assist COO to accomplish other tasks and special projects.
12. Other duties as assigned.

Jubilee Ministries is a privately funded 501(c)3 non-profit Christian ministry. We exist to serve those affected by incarceration by being ambassadors of life change through the Gospel of Jesus Christ. We consider every position to be essential in the fulfillment of our Mission Statement.

 As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

• Be able and willing to share the Gospel and participate in the ministry (spiritual) activities of Jubilee Ministries

• Subscribe to Jubilee Ministries Mission Statement, Core Values, Statement of Faith, Position Statements, and Employee Code of Conduct at hire and continuously while employed.

• Adhere to Jubilee Ministries Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein and I can perform that which is required under Working Conditions/Physical Factors unless otherwise noted. I understand that this job description is not all-inclusive, and that employment is at-will.

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