

## Finger Lakes ReUse Inc. - Job Listing

**Job Title:** Material Transport Assistant

### POSITION SUMMARY:

Finger Lakes ReUse is seeking an energetic, enthusiastic, and reliable worker mainly to assist with our Pick Up and Delivery Services, and also to help out in our two ReUse Centers. The Material Transport Assistant is responsible for transporting reusable materials as a service to the community. Transport of materials including pickup and delivery services, movement of materials to and from different Finger Lakes ReUse locations, including but not limited to movement of material from storage locations, deconstruction sites, institutional sites to Finger Lakes ReUse Centers for retail purposes, focusing on these five key tasks:

1. Perform donation pick-ups and deliveries of sold merchandise, ensuring excellent donor and customer experiences.
2. Provide support in the movement, processing, stocking and merchandising of donated materials in the ReUse Centers, particularly building materials and furniture.
3. Uphold high standards of safety, adhering to all ReUse Center policies and safety guidelines.
4. Help with organization-wide events, set up and break down and general labor to help events run smooth and efficiently.
5. Contribute to general organizational day to day maintenance: custodial support, ice and snow removal, lawn, grounds and building maintenance and upkeep.

### REQUIRED QUALIFICATIONS:

- Demonstrated experience working and solving problems independently without direct supervision.
- Must possess and maintain a valid NYS Driver License and clean driving record, and have experience driving standard transmission.
- Demonstrated experience in utilizing caution and safe strategies when operating trucks, vehicles, and equipment.
- Ability to maintain safe practices in moving heavy materials while working alone or in a team.
- Ability to make decisions and communicate clear plans for moving materials while using appropriate moving tools and strategies preventing harm to self, others, or property.
- Ability to read and interpret documents such as safety rules, driving directions, email correspondence, operating and maintenance instructions, & policy and procedure manuals.
- Ability to fill out donation receipts and other required paperwork.
- Ability to communicate effectively in a positive manner with customers, staff, trainees and volunteers.
- Ability to solve practical problems and deal with variables in changing/non-standardized situations and conditions.
- Ability to regularly lift and move at least 75 pounds.
- At least one year experience working with building materials, either in a construction or retail setting.
- Minimum education not required.

### PREFERRED QUALIFICATIONS:

- Defensive driving course or CDL training course.
- Experience driving large vehicles, hauling trailers, transporting materials and loading and unloading safely.
- Experience in building deconstruction, construction and/or building maintenance.
- Knowledge of vehicle maintenance, safety, and upkeep.
- Experience with customer service.
- Experience working with diverse populations
- Knowledge of building materials, furniture, electronics, computers, household items, appliances, etc.
- Experience working in or with a reuse or recycling organization

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### COMPENSATION:

Finger Lakes ReUse is a Tompkins County Certified Living Wage Employer and an Equal Opportunity Employer. Starting wage for this full-time (35-40 hours/week) position will range from \$13.25 an hour to \$14.75 an hour, based on experience. A part-time position may be considered.

### ABOUT FINGER LAKES REUSE:

Finger Lakes ReUse is a 501(c)(3) nonprofit organization with a mission to enhance community, economy, and environment through reuse. We are collaboratively developing best-practices approaches to environmental, social, and economic justice challenges by addressing overflowing landfills, structural poverty, and unemployment and are actively developing a replicable, open source model for independent and local Community ReUse Centers. Finger Lakes ReUse is creating living wage jobs, hands-on job training opportunities, and is inspiring reuse through its programs and activities.

Please email letter of interest and resume to: [jobs@fingerlakesreuse.org](mailto:jobs@fingerlakesreuse.org) or mail letter of interest and resume to Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Full job description available at <http://ithacareuse.org/employment>

**APPLICATION CLOSING DATE:** Listing will be posted until position is filled. The priority deadline for applications is September 23, 2016.



**Finger Lakes ReUse Inc.**  
**Staff Position Description – Responsibilities and Essential Functions**  
*This job description is subject to change at any time*

<b>Job Title:</b> Materials Transport Assistant	<b>Reports to:</b> Materials Transport Coordinator <b>Supervisor(s):</b> Materials Transport Coordinator, Business Services Director
<p><b><u>Material Donation Pick-up, Delivery &amp; Hauling</u></b></p> <ul style="list-style-type: none"> <li>• Perform material donation pick-ups and deliveries using excellent and safe driving skills</li> <li>• Ensure the safety and maintenance of FLR vehicle fleet by performing daily vehicle checks using the Daily Vehicle Inspection Sheet</li> <li>• Deliver excellent donor stewardship and customer service, responding when appropriate and acting as a spokesperson for the organization</li> <li>• Take inventory of pick-up and other incoming donations, completing donation receipt for donor and for internal use</li> <li>• Conduct regular hauling trips from deconstruction sites and ReUse Centers to redistribute materials to the local solid waste &amp; recycling transfer station, metal scrap yards, and other partners</li> </ul>	<b>75%</b>
<p><b><u>ReUse Center Support</u></b></p> <ul style="list-style-type: none"> <li>• Help maintain a professional and safe warehouse, store, processing area and lumberyard with best practices techniques and satisfied customers</li> <li>• Process, clean, measure and stock building materials</li> <li>• Provide customer service support to ReUse Center staff with custodial duties, snow and ice removal, landscaping and grounds maintenance.</li> <li>• Assist customers in loading their purchases into their vehicles in a safe, careful and professional manner</li> <li>• Provide support at donations intake and assist donors in unloading donations from their vehicles and moving materials to their processing area</li> <li>• Assist staff with the movement and processing of furniture and household items, including cleaning, vacuuming and stocking priced items under the supervision of appropriate Department Specialist</li> <li>• Assist staff with retail display resets and constructing new display infrastructure under the supervision of appropriate Department Specialist</li> </ul>	<b>25%</b>
<p><b><u>Safety</u></b></p> <ul style="list-style-type: none"> <li>• Adhere to all FLR safety procedures and policies, using personal protective equipment whenever required</li> <li>• Participate in daily safety meetings</li> <li>• Be proactive in preventing accidents, recognizing safety concerns and relay the concern to the appropriate supervisor/manager</li> </ul>	<b>100%</b>
<p><b><u>Collaboration</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate excellent teamwork with staff volunteers, apprentices and trainees</li> <li>• Train new staff, volunteers, apprentices and trainees in accordance with FLR procedures and policies</li> </ul>	<b>100%</b>
<p><b><u>Relational Skill</u></b></p> <ul style="list-style-type: none"> <li>• Appreciate and embrace diversity in all interactions with program participants, staff, volunteers and the public</li> <li>• Demonstrate commitment to the mission of Finger Lakes ReUse</li> </ul>	<b>Applies to all Duties</b>