

Finger Lakes ReUse Inc.
Staff Position Description – Summary and Qualifications

Job Title: Retail Assistant

POSITION SUMMARY:

Through Finger Lakes ReUse's shared values of positivity, resourcefulness, safety and respect, the Retail Assistant is responsible for carrying out all aspects of retail operations, including these 5 key tasks:

- Deliver excellent customer service, creating positive interactions with customers and donors.
- Support Department Specialists in the sorting, pricing and merchandising of product.
- Maintain donation intake area.
- Load, unload and move furniture, building materials and other heavy merchandise.
- Contribute to positive working relationships by supporting all coworkers, including fellow staff, volunteers and trainees.

REQUIRED QUALIFICATIONS:

- Ability to lift and move up to 50 pounds through the workday, following safe lifting practices.
- Ability to work and problem solve independently without direct supervision.
- Ability to communicate in a positive, friendly and helpful manner with customers, donors, coworkers, volunteers and trainees.
- Ability to conduct sales transactions, use computerized cash register software with keyboards and mouse.
- Ability to legibly write in and complete forms, perform basic arithmetic, and follow written and verbal instructions.
- Ability to remain in one station for 2-3 hours at a time.
- Ability to load/unload gaylords and other equipment used for transporting product.
- Ability to move about the work place amongst shelving, to assist customers, handle merchandise on high and low shelves etc.
- Basic computer literacy
- Minimum education not required.

PREFERRED QUALIFICATIONS:

- Supervisory/management experience
- General knowledge of clothing and other textiles, including fabric types, brands and resale value
- Demonstrated proficiency in merchandising clothing and other household goods.
- Ability to work in an environment containing a higher than average amount household allergen (i.e. dust and pet dander)

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. Finger Lakes ReUse offers competitive compensation, health benefits, flexible work policies, and a collaborative work environment. We provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires both professional and personal development.

ABOUT US:

Finger Lakes ReUse is a 501(c)(3) non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. We work to engage all people in reuse activities and to serve as a model organization for other communities, contributing to local poverty relief, waste reduction and providing meaningful work opportunities at all skill levels. Finger Lakes ReUse operates two Community ReUse Centers in the Ithaca area: Triphammer ReUse Center at 2255 N Triphammer Rd and Ithaca ReUse Center at 214 Elmira Road. Both Centers feature quality household items, furniture, refurbished electronics and more at affordable prices. Purchases help support community programs including the ReSET job skills training program, eCenter computer refurbishment and repair program and the ReUse Community Fund, providing materials to local people facing crisis.

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

APPLICATION CLOSING DATE: Applications will be accepted until the positions are filled.

