

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

**Job Title:** Building Materials Specialist

**POSITION SUMMARY:**

The Building Materials Specialist is primarily responsible for maintaining the building materials, lighting and tool departments. Additionally, they will provide support for all aspects of retail operations, including accepting donations, operating the cash register and providing customer service. Their 5 key tasks will include:

- Sort, test, research and organize donated building materials, lighting and tools.
- Create and maintain commercial displays of building materials, lighting and tools.
- Load, unload and move furniture, building materials and other heavy merchandise.
- Contribute to positive working relationships by providing exemplary customer service and demonstrated willingness to support coworkers, volunteers and trainees.
- Model safe work practices and adhere to all safety policies.

**REQUIRED QUALIFICATIONS:**

- Experience in a hardware, home improvement, or used building materials retail store.
- Detailed knowledge of building materials, lumber and tools.
- Ability to lift and move up to 75 pounds through the workday, following safe lifting practices.
- Ability to work and problem solve independently without direct supervision.
- Ability to communicate in a 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 at one station standing for 2-3 hours at a time.
- Basic computer literacy
- Minimum education not required.

**PREFERRED QUALIFICATIONS:**

- Supervisory/management experience.
- Ability to work in an environment containing a higher than average amount household allergen (i.e. dust and pet dander).
- Ability to safely use hand and power tools.
- Ability to move about the work place amongst shelving, to assist customers, handle merchandise on high and low shelves etc.

*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. Full-time position available (35 hours/week) with start date to be determined

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 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 the problems of environmental, social, and economic justice 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 to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Full job description available at <http://ithacareuse.org/employment/>

**APPLICATION CLOSING DATE:** November 22nd for priority consideration. Submissions after that date may still be considered.



**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> Building Materials Specialist	<b>Reports to:</b> Retail Manager <b>Supervisors:</b> Retail Manager and Managers On Duty
<p><b><u>Department Specialist Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Sort, test, research and organize donated building materials, lighting and tools.</li> <li>• Maintain department sorting and pricing area, including organization of tools, supplies and equipment.</li> <li>• Work with Transport Services Department to move product into and out of storage in a safe and efficient manner.</li> <li>• Create and maintain commercial displays of building materials, lighting and tools as needed.</li> <li>• Ensure production tracking sheets are completed daily and submitted weekly.</li> <li>• Review weekly/monthly sales and pricing production goals</li> <li>• Consistently reach production goals set by retail manager.</li> </ul>	80%
<p><b><u>ReUse Center Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Learn, understand, and maintain evolving systems and procedures for a friendly, professional, safe, and clean store environment.</li> <li>• Assist customers with loading and unloading of materials when necessary and if within physical ability</li> <li>• Model safe work practices and adhere to all safety policies, using proper personal protective equipment as required and reporting unsafe working conditions to supervisor.</li> <li>• Participate in regular staff meetings and maintain knowledge of all programs.</li> <li>• Adhere to the set schedule to ensure proper coverage and staffing, providing proper notice for time off and finding coverage for last minute absences.</li> <li>• Contribute to positive working relationships by providing exemplary customer service and willingness to support coworkers, volunteers and trainees.</li> <li>• Accurately and professionally assist with cash register sales, stocking and merchandising.</li> <li>• Close and/or open store, dependent upon shift. Count and secure money and secure store.</li> <li>• Maintain an attractive, organized, safe and clean retail environment.</li> <li>• Assist customers with navigating the website and filling out electronic forms.</li> <li>• Accurately and professionally receive donations, following proper procedures and screening donations according to organization guidelines.</li> <li>• Receive computers brought in for service and assist with checking out serviced computers, following proper procedures.</li> <li>• Maintain an attractive, organized, safe and clean donations intake environment.</li> </ul>	20%
<p><b><u>Relational Skills</u></b></p> <ul style="list-style-type: none"> <li>• Deliver excellent customer and donor service and support. Answer customer questions and respond to phone queries promptly and courteously.</li> <li>• Support FLR staff by communicating effectively, offering assistance and providing great teamwork.</li> <li>• Ensure program outreach to diverse audiences, appreciate and embrace diversity in all interactions with program participants, staff, volunteers and the public.</li> <li>• Demonstrate commitment to and practice of the mission of Finger Lakes ReUse.</li> </ul>	Applies to all Duties

