

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

Job Title: ReSET Retail Apprentice

POSITION SUMMARY:

The Retail Apprentice is responsible for all aspects of retail operations in the ReUse Center including these 5 key tasks:

- Accurately and professionally assist with cash register sales, donation acceptance, and merchandise stocking and display.
- 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.
- Maintain an attractive, friendly, professional, organized, safe and clean retail environment.
- Embrace a willingness to be flexible, learn, understand and maintain evolving systems and procedures as this young organization continues to grow and thrive.

REQUIRED QUALIFICATIONS:

- Ability to work independently without direct supervision.
- Ability to communicate in a friendly and helpful manner with customers, 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.
- Minimum education not required.

PREFERRED QUALIFICATIONS:

- Ability to lift and move up to 30 pounds through the workday and up to 100 pounds using proper equipment.
- Ability to safely use hand tools.
- Experience in a retail environment.
- 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:

Starting wage for this position is \$13.50/hour.

TO APPLY:

Complete an application at <https://ithacareuse.org/resetapp/> or call 607-257-9699 x9930 to complete an application over the phone.

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

Job Title: Retail Apprentice	Reports to: Training Center Coordinator	
<p><u>ReUse Center Responsibilities</u></p> <ul style="list-style-type: none"> ● Learn, understand, and maintain evolving systems and procedures for a friendly, professional, safe, and clean store environment. ● Assist customers with loading and unloading of materials when necessary and if within physical ability ● Model safe work practices and adhere to all safety policies, using proper personal protective equipment as required and reporting unsafe working conditions to supervisor. ● Participate in regular staff meetings and maintain knowledge of all programs. ● Adhere to the set schedule to ensure proper coverage and staffing, providing proper notice for time off and finding coverage for last minute absences. ● Contribute to positive working relationships by providing exemplary customer service and willingness to support coworkers, volunteers and trainees. 	Applies to all Duties	
<p><u>Retail Responsibilities</u></p> <ul style="list-style-type: none"> ● Accurately and professionally assist with cash register sales, stocking and merchandising. ● Close and/or open store, dependent upon shift. Count and secure money and secure store. ● Maintain an attractive, organized, safe and clean retail environment. ● Assist customers with navigating the website and filling out electronic forms. ● Related duties as assigned. 	50%	
<p><u>Donations Intake Responsibilities</u></p> <ul style="list-style-type: none"> ● Accurately and professionally receive donations, following proper procedures and screening donations according to organization guidelines. ● Receive computers brought in for service and assist with checking out serviced computers, following proper procedures. ● Maintain an attractive, organized, safe and clean donations intake environment. ● Related duties as assigned. 	50%	
<p><u>Relational Skills</u></p> <ul style="list-style-type: none"> ● Deliver excellent customer and donor service and support. Answer customer questions and respond to phone queries promptly and courteously. ● Support FLR staff by communicating effectively, offering assistance and providing great teamwork. ● Ensure program outreach to diverse audiences, appreciate and embrace diversity in all interactions with program participants, staff, volunteers and the public. ● Demonstrate commitment to and practice of the mission of Finger Lakes ReUse. 	Applies to all Duties	

Finger Lakes ReUse Inc. - Job Listing

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COMPENSATION:

Finger Lakes ReUse is a Tompkins County Certified Living Wage Employer and an Equal Opportunity Employer. Starting wage for this position is \$12.75/hour. Full-time and part-time positions available 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 or **mail** to Finger Lakes ReUse, Inc., 2255 N. Triphammer Rd., Ithaca, NY 14850. Full job description available at <http://fingerlakesreuse.org/employment.shtml>

APPLICATION CLOSING DATE: Listing will be posted until all positions are filled.

