

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

Job Title: Building Materials Specialist

Reports to: Department Manager

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 50 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.
- Ability to load/unload pallet boxes and other equipment used for transporting product.
- 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.
- Ability to work in an environment containing a higher than average amount household allergen (i.e. dust and pet dander).
- Basic computer literacy
- Minimum education not required.

PREFERRED QUALIFICATIONS:

- Supervisory/management experience.

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. Compensation range is from \$15.25 to \$18.00 per hour for this position. There are opportunities for advancement at Finger Lakes Reuse.

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., 214 Elmira Rd., Ithaca, NY 14850. Full job description available at <http://ithacareuse.org/employment/>

APPLICATION CLOSING DATE: Apply by July 1st for priority consideration.