

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

Job Title: **ReUse Center Manager**

Reports to: **Chief Operations Officer**

POSITION SUMMARY:

The ReUse Center Manager is responsible for supporting, promoting and modeling our values of safety, respect, and resourcefulness. They act as the primary contact for all staffing, scheduling, customer service and department issues at their location. They are responsible for communicating policies and performance as appropriate, working closely with their teams (including employees, trainees and volunteers), and supporting all aspects of operations, including these 5 key tasks:

- Ensure a safe, respectful, clean, and inclusive work environment by supporting existing policies and procedures, implementing an effective work schedule for operations staff, enforcing safety procedures, and advocating for change, innovation, and the needs of staff, volunteers, and trainees.
- Develop goals and strategies that support organizational values, business, and strategic goals.
- Report regularly on department sales, production performance, and staff, volunteer, and customer engagement, and act as a decision making facilitator.
- Hire, manage, and develop staff at the Center, clarifying roles and responsibilities, guiding decision-making processes, and ensuring coworkers have the tools, support, and information they need to succeed.
- Resolve customer and donor issues that cannot be resolved by the daily Manager On Duty (MOD).

REQUIRED QUALIFICATIONS:

- Demonstrated leadership and supervision experience and ability to self-motivate and to motivate and empower others.
- Great interpersonal skills, a positive attitude, and the ability to thrive in a fast-paced environment.
- Demonstrated ability to be dependable, self-motivated, work and problem solve independently without direct supervision.
- 2-3 years experience in a retail setting.
- Ability to lift and move up to 50 pounds, following and modeling safe lifting practices.
- Ability to solve practical problems and deal with variables where only limited standardization exists.
- Ability to legibly write in and complete forms and reports, perform basic arithmetic, have computer familiarity, and follow written and verbal instructions.
- Minimum education not required.

PREFERRED QUALIFICATIONS:

- Previous leadership experience in a retail environment
- Completed coursework or degree in business, management or supply chain logistics
- Ability to load/unload pallets and use of other equipment used for transporting products.
- Knowledge of used building materials, housewares, furniture, and clothing and other textiles, including brands and resale value
- Experience creating and updating work schedules

Reasonable accommodations may be made for individuals with disabilities to perform essential functions.

COMPENSATION:

\$26-\$29/hour. This position is full time at 35 hours per week. Finger Lakes ReUse has a strong commitment to principles of justice, equity, diversity and inclusion, actively encourages applications from members of underrepresented groups, and is an equal opportunity employer. Candidates who share our commitment to creating an inclusive community space are encouraged to apply.

ABOUT US:

Finger Lakes ReUse is a charitable non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. As an anti-racist, environmental justice organization, we work to engage diverse representation from the community 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 locations open daily to the public (the ReUse MegaCenter @ Triphammer Marketplace – 2255 N Triphammer Rd and the Ithaca ReUse Center – 214 Elmira Rd). Purchases help support community programs including the ReSET job training program and the ReUse Materials Access Program, providing materials to people facing crisis.

Please email a letter of interest and resume to: jobs@fingerlakesreuse.org **or mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Priority application deadline of August 2nd, 2024. This job description is also available at <http://ithacareuse.org/employment/>.

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

