



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

Job Title: Transport Services Assistant

Reports to: Business Administrator

POSITION SUMMARY:

Through Finger Lakes ReUse’s shared safety, respect, and resourcefulness values, the **Transport Services Assistant** is responsible for handling, moving, and transporting reusable materials to serve the community. Additionally, they support the ReUse Centers, our Deconstruction crew, and contribute to the general maintenance of our facilities. The five key tasks of this position are:

1. Perform donation pick-ups and deliveries of sold merchandise, ensuring excellent donor and customer experiences.
2. Support the movement, processing and stocking of donated materials in the ReUse Centers, particularly furniture and building materials.
3. Assist with the acceptance of material donations at our ReUse Centers.
4. Deconstruct buildings and components, maximizing construction and demolition waste diversion for reuse and recycling.
5. Contribute to general organizational day-to-day maintenance: custodial support, ice and snow removal, lawn and grounds, and building maintenance and upkeep.

REQUIRED QUALIFICATIONS:

- Demonstrated experience working and solving problems independently without direct supervision.
- Must possess and maintain a valid NYS Driver License and clean driving record, and have experience driving standard transmission.
- Demonstrated experience in utilizing caution and safe strategies when operating trucks, vehicles, and equipment.
- Ability to maintain safe practices in moving heavy materials while working alone or in a team.
- Ability to make decisions and communicate clear plans for moving materials while using appropriate moving tools and strategies to prevent harm to self, others, or property.
- Ability to read and interpret documents such as safety rules, driving directions, email correspondence, operating and maintenance instructions, & policy and procedure manuals.
- Ability to fill out donation receipts and other required paperwork.
- Ability to communicate effectively and positively with customers, staff, trainees, and volunteers.
- Ability to solve practical problems and deal with variables in changing/non-standardized situations and conditions.
- Ability to regularly lift and move at least 75 pounds.
- Demonstrated experience in power and hand tool use.
- Minimum education not required.

PREFERRED QUALIFICATIONS:

- Defensive driving course or CDL training course.
- Experience driving large vehicles, hauling trailers, transporting materials and loading and unloading safely.
- Experience in building deconstruction, construction and/or building maintenance.
- Knowledge of vehicle maintenance, safety, and upkeep.
- Experience working with diverse populations.
- Knowledge of building materials, furniture, electronics, computers, household items, appliances, etc.
- Experience working in or with a reuse or recycling organization.

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

COMPENSATION:

Compensation starts at \$18.45. Finger Lakes ReUse is a 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 personal and professional advancement opportunities, including professional development, training opportunities, and promotions from within.

ABOUT US:

Finger Lakes ReUse is a charitable non-profit organization with a triple-bottom mission to enhance community, economy and environment through reuse. 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 (ReUse MegaCenter – 2255 N Triphammer Rd and the Ithaca ReUse Center – 214 Elmira Rd).

Please email letter of interest and resume to: jobs@fingerlakesreuse.org or **mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. **APPLICATION CLOSING DATE:** Applications will be accepted until the positions are filled.