

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

**Job Title:** Retail Assistant

**Reports to:** ReUse Center Manager

**Position Summary:**

Finger Lakes ReUse values safety, resourcefulness, and respect above all else and the Retail Assistant is responsible for supporting these values and carrying out all aspects of retail operations, including these 5 key tasks:

- Deliver excellent customer service, demonstrating respect and creating positive interactions with customers and donors.
- Provide support and demonstrate resourcefulness in the sorting, cleaning, assessing, pricing and merchandising of product.
- Accurately and professionally perform cash register sales.
- Safely load, unload and move furniture, building materials and other heavy merchandise.
- Contribute to positive working relationships with coworkers, including employees, volunteers and trainees.

**Required Qualifications:**

- 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 positive, friendly and helpful manner with customers, donors, employees, 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.
- Ability to load/unload pallets and other equipment used for transporting product.
- Ability to move about the work place amongst shelving, to assist customers, handle merchandise on shelves etc.
- 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 tools.

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

**Compensation:**

This position starts at \$18.45 with opportunities for advancement. Finger Lakes ReUse is an Equal Opportunity Employer. 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 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 (the Triphammer 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](mailto:jobs@fingerlakesreuse.org) **or mail to:** Finger Lakes ReUse, Inc., 214 Elmira Rd., Ithaca, NY 14850. Applications available to fill out in-person at our locations.

**Application Closing Date:** Applications will be accepted until the positions are filled.

