

<b>Job Title:</b>	Creative Reuse Specialist - Textiles & Fibers Focus - Part Time		
<b>Reports to:</b>	General Manager		
<b>Positions Supervised:</b>	Volunteers		
<b>Team/Department:</b>	Volunteer Management + Intake Team, additional team of interest		
<b>Location:</b>	Chicago		
<b>FLSA Status</b>	<input type="checkbox"/> X Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> X Part-Time		
<b>Effective Date</b>		<b>Grade</b>	3
<b>Salary</b>	24,300		

### About the WasteShed

The WasteShed is a 501c3 organization that provides Chicagoans with organized, affordable, and reliable resources for repurposed art, craft, and school materials. Our mission is to promote creativity, community, and environmental stewardship through creative reuse and arts education. We keep valuable materials out of the landfill so they can be a resource for the community. Currently there are two WasteShed locations, and in addition to being a reuse store, we seek to have them be dynamic centers for activities related to sustainability, art, craft, education, and material culture. The WasteShed is a team based organization that relies on the missional work of the organization moving forward through the skills, talents and passions of the staff.

### Summary of Position

Creative Reuse Specialists provide essential support to The WasteShed's reuse center by interacting with and assisting patrons, donors, and others with merchandise selection, and suggestion selling and cashier duties in a courteous and professional manner.

Additionally, the Textile & Fiber Specialist will be primarily tasked with processing and merchandising our fabric and fiber donations, including identifying and pricing donated materials, and training volunteers on same. They will also be on the intake team at their location, and minimally one other staff team based on their skillset/interest level.

This position is a **part time salaried position at 26 hours per week** (52 hours per pay period), comprising 3 store shifts (including Saturday and Sunday) plus 2 floating hours per week for meetings and work on teams.

### Principal Duties and Responsibilities

- Ensure timely arrival and departure in accordance with assigned schedule for the week
- Complete duties as assigned by General Managers during each shift
- Maintain a clean and hazard-free and safe work environment (make sure aisles are clear, sweeping the floors, cleaning surfaces, removing trash, washing dishes, etc.)



- Effectively communicate and and engage with other team members to create a supportive working environment
- Coordinate with other team members at the beginning of the shift to create a work plan/ get clear on responsibilities for the day
- Effectively manage tasks: switch between tasks quickly, keep track of unfinished tasks, and prioritize urgent and important work.
- Communicate effectively with all staff by staying up to date, and when appropriate responding in a timely manner, to email communications, slack, and, texts and phone calls

### ***Floor Responsibilities (Front of House)***

- Open/close designated location following all site-specific protocol/procedures
- Manage cash and credit card transactions including:
  - Closing out the cash drawer at the end of the day
  - Balancing all POS transactions at the end of the day
- Write closing notes at the end of each shift
- Restock and merchandise inventory and ensure orderly and inviting product presentation.

### ***Floor Responsibilities (Back of House)***

- Sort, research, price, and organize diverse inventory of donated materials, with a particular focus on identifying and processing textiles and fiber art materials/tools.
- Ensure timely and courteous acceptance of appropriate donations and provide donation receipts as requested
- Log donations upon arrival, presort when possible, and safely and appropriately store the materials.

### ***Customer Service Responsibilities***

- Provide exceptional customer service to current or potential patrons and volunteers
- Answer the phone and provide quality and courteous responses to inquiries
- Respond to customers and material donors in a timely and courteous manner by answering questions appropriately

### ***Volunteer Engagement Responsibilities***

- Coordinate and manage volunteers that come into the store
- Sustain and build relationships with all volunteers
- Staff volunteer events on rotation (once per month)

### ***Program or Marketing Team Responsibilities***

- Depending on interest: assist marketing team with social media work, or work with programs team on outreach, classes and programs.

## **Education/Technical Requirements**

- Education: High school diploma or equivalent preferred.
- Ability to provide exceptional retail and customer service.
- Experience handling cash and inventory, quick basic mental math.
- Knowledge of art and craft materials and techniques.
- Experience working in a fabric or yarn store or other fiber expertise.

- Comfort with technology including social media, Square POS, Slack and Google Workspace.

### Helpful Qualifications and Skills

- Spanish language proficiency a BIG plus
- Excellent communication skills.
- Detailed-oriented self-starter who can take a project and run with it.
- Genuine interest in humans and helping them succeed in their work and their play.
- Experience working at a thrift store or reuse organization.
- Experience or strong interest in nonprofit organizations.
- Interest in environmental issues and/or arts education.
- Experience and/or comfort with working with children.

### Working Conditions/Physical Requirements of the Job:

- Lifting and carrying 40 pounds.
- Developed fine motor control, grasp, handle, manipulate objects with fingers.
- Standing for long periods of time; frequent bending, kneeling, reaching, stooping, squatting, pushing, climbing ladders.
- Able to travel across a variety of surfaces (stairs, ramps, uneven terrain).
- Working hours will take place on-site at 1754 N Kimball Ave
- Retail store environment, loud noises, diverse & eccentric customers, occasional crowds, dust and allergens aplenty, piles of stuff.
- Other programs and events occurring in the space during store hours.
- Staff are required to be fully vaccinated against Covid 19. Masks are required indoors at all times.

### Benefits

- \$1/hr materials allowance (\$1,350 per year for PT employees)
- You can accrue 2 hours of Sick Time per pay period (~6.5 sick days a year)
- You can accrue 2 hours of Paid Time Off per pay period (~6.5 vacation days a year)
- *Yearly COLA raises*
- 10 paid Holidays
  - New Years Day, Martin Luther King's Birthday, Memorial Day (Last Monday in May), Juneteenth, Independence Day, Labor Day (First Monday in September), Indigenous People's Day, Thanksgiving Day (4th Thursday in November) Christmas Day, one Floating Holiday
- *Eligible to receive End-of-Year Bonus*
- Eligible to invest in a retirement fund via Illinois Secure Choice

*The above is not intended to be an all-inclusive list of the duties and responsibilities for this job, nor is it intended to be an exhaustive list of the skills and abilities required to do the job. Rather, it is intended to describe the general nature of the job. Employees may, from time to time and on an as-needed basis, be required to perform duties outside of the responsibilities listed here.*