

Job Title:	Creative Reuse Specialist		
Reports to:	General Manager		
Positions Supervised:	Volunteers		
Team/Department:	Volunteer Management + Intake Team, Marketing Team		
Location:	Chicago/Evanston		
FLSA Status	<input type="checkbox"/> X Exempt <input type="checkbox"/> Non-Exempt <input type="checkbox"/> X Full-Time <input type="checkbox"/> Part-Time		
Effective Date		Grade	
Salary	\$36,400		
About the WasteShed			
<p>The WasteShed is a 501c3 organization that provides the Chicago area 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.</p>			
Summary of Position			
<p>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. Creative Reuse Specialists will all be on the intake team at their location, and minimally one other staff team based on their skillset/interest level.</p>			
Principal Duties and Responsibilities			
<ul style="list-style-type: none"> • 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 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, 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.
- 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)

Marketing/Program Team Responsibilities

- Collaborate with marketing team on social media and marketing tasks relevant to your location, which may include:
 - Creating social media posts in Instagram and Canva to communicate about events, new materials in store, policy or hours changes, etc.
 - Assisting with and documenting events
 - Coordinating The WasteShed's Glass Case Gallery mini art gallery
 - Creating in store signage and materials relevant to events
 - Other tasks based on interest

Education/Technical Requirements

- Education: High school diploma or equivalent preferred.
- Experience in either a non-profit setting or a retail environment
- 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.
- Comfort with technology including social media, Square POS, Slack, Canva and Google Workspace.

Helpful Qualifications and Skills

- Excellent communication skills.
- Strong work ethic, detailed-oriented and self-motivated, 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 working in an art store or fabric store.
- Involvement in environmental issues and/or arts education.
- Spanish language proficiency a plus

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 1245 Hartrey Ave/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 (\$2,080 per year for FT employees, \$1,248 for PT)
- *You can accrue 3.85 hours of sick time per pay period (~10 sick days a year)*
- *You can accrue 3.85 hours of vacation time per pay period (~10 vacation days a year)*
- *Health Insurance: Full time employees are eligible for health insurance through Blue Cross Blue Shield of IL effective after 1 month of employment. Employer pays 100% for employees salaried under \$40k/year, employees over \$40k/year pay 25% of their health coverage.*
- *Yearly COLA raises*
- 10 paid Holidays
 1. New Years Day, Martin Luther King’s Birthday, Memorial Day (Last Monday in May), Juneteenth
 2. Independence Day, Labor Day (First Monday in September), Indigenous People’s Day
 3. 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.