



Home ReSource

Retail. Job Training. Education. Zero Waste.

Position Title: Reuse Specialist

Home Resource is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

Job Summary: Home ReSource is seeking a Reuse Specialist to join our organizational team. The Reuse Specialist will learn and employ a wide range of skills including: sorting, processing, and stocking building materials; building material identification; basic construction; and reuse. The ideal candidate will work to further the mission, vision, and culture of Home ReSource, operate cooperatively and safely, communicate positively, and be excited to learn with and contribute to our growing organization.

General Responsibilities: Work as a team member across all aspects of the organization; ability to interact with people of diverse cultural and economic backgrounds in a respectful, positive manner; remain calm and positive in a fast-paced work environment; remain aware of safety concerns and make safe choices in changing conditions, uneven ground and irregular storage facilities; commitment to resource conservation; willingness to work hard and learn new skills; commitment to the organizational mission; and ability to work independently and as a team. Successful applicants will be required to comply with policies outlined in the Home ReSource Employee Manual.

Position Responsibilities: Evaluating donated materials according to current acceptance policies; processing, sorting, and stocking public donations; maintaining orderly and safe storage of materials, work spaces, and equipment; safe conduct of self; moving materials throughout the store; greeting and assisting customers; answering questions regarding material availability, location, and the mission of the organization.

Essential Functions: Able to be on your feet and moving, stand for long periods of time, and work 10 hour days; ability to safely lift bulky and heavy items.

Preferred Qualifications: Experience in customer service in a busy retail environment; knowledge of construction materials and techniques, building materials use and practices; experience with forklift and power tools operation; experience with basic computer programs and Point of Sale. Ability to prioritize tasks and direct self and others to work toward big picture goals; excellent people skills; strong written, verbal and math skills; state of MT driver's license.

Pay/hours: \$10.50-\$11.50/hour, depending on experience and qualifications; 30 to 40 hours/week, preference to those who can commit to Saturday and/or Sunday.

Benefits: Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

How to Apply: Submit a resume and cover letter or application to simon@homeresource.org by May 12th. No phone calls please.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.

Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.