



## **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 work in the yard, store, and donations acceptance area. The Reuse Specialist will learn and employ a wide range of skills including: customer service, 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.

**COVID-19 Considerations:** Home ReSource is taking safety precautions during COVID-19. We require all staff to adhere to these safety precautions, including, but not limited to: wearing a mask inside the building (PPE provided), washing hands upon building entry and frequently throughout the day, and following social distancing guidelines..

**Reports to:** Store Manager, Assistant Store Managers are the daily supervisors

## **Position Responsibilities**

- Evaluate donated materials according to current acceptance policies
- Process, sort, and stock public donations
- Maintain orderly and safe storage of materials, work spaces, and equipment
- Move materials throughout the store and to assist customers
- Answer questions regarding material availability, location, and the mission of the organization
- Provide excellent customer service to donors and shoppers

## **General Responsibilities**

- Work cooperatively & effectively with staff, agencies, professionals and customers
- Use HR channels to communicate effectively with HR staff on relevant topics
- Communicate effectively through email, in-person, and on the phone
- Take responsibility for resolving communication breakdowns
- Know & enforce Home Resource policies and procedures; support & model organizational culture
- Demonstrate good work habits, including punctuality and ability to organize and manage time and information
- Be adaptable to rapidly changing circumstances
- Interact with people in a pleasant manner, even under stressful conditions
- Accept, act on, and offer constructive criticism
- Treat all people with dignity and respect
- Help problem solve on difficult topics
- Project a positive image of Home Resource
- Remain aware of safety concerns and make safe choices in changing conditions



# Home ReSource

Retail. Job Training. Education. Zero Waste.

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## **Skills Required**

Problem-solving, team-building and conflict resolution skills  
Prioritize multiple tasks effectively and help others to do so to accomplish organizational goals  
Interpersonal skills and ability to positively communicate with all people where they are at  
Experience in customer service in a busy retail environment

## **Essential Functions**

Able to be on your feet and moving, stand for long periods of time, and able to work 10-hour days in all weather conditions  
Able to lift and move heavy and awkward building materials

## **Preferred Qualifications**

Competence with the safe operation of forklift and most power tools  
Familiarity with building principles, green and reuse building principles and techniques, and sustainability  
Proficient with Windows based software (Word, Excel, Email, and Internet)  
Strong written, verbal and math skills  
State of MT driver's license.

**Pay/hours:** \$15-15.50/hour, depending on experience and qualifications. One Full Time Permanent position open, 35-40 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 [jobs@homeresource.org](mailto:jobs@homeresource.org) - No phone calls please. Three references required upon request. Position open until filled.

*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.*