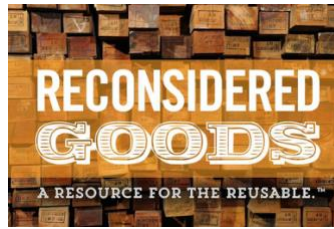


Temporary Warehouse Associate



Position: Warehouse Associate (Summer Fill-In)

May 2024

Status: Part Time Flex/Nonexempt

Direct Supervisor: Executive Director

Floor Supervisor: Assistant Retail Operations Manager

Salary: Starting pay \$12 per hour

Reconsidered Goods (RG) is a 501c3 creative reuse nonprofit that promotes environmental awareness, community engagement, and creative expression through reuse, education, and the arts. We imagine a world where nothing is used once nor thrown away but instead reused again and again.

Position Summary

Warehouse Associates are responsible for performing various functions, including receiving, unpacking, and sorting donations and providing exceptional customer service to our donors and partners. This position requires the ability to work efficiently and productively in a fast-paced environment. Warehouse Associates interact with donors, staff, volunteers, managers, and nonprofit partners. It is extremely important to represent our organization with a welcoming and friendly demeanor, as Warehouse Associates assist in furthering RG's mission, vision, and values. Additional duties include keeping the warehouse area clean, organized, and safe, following set policies and procedures, interacting with donors, removing debris and recyclables, and assisting customers and partners with loading and unloading inventory.

Primary Responsibilities:

- Greeting donors at the loading dock, assisting with unloading if needed, offering donation receipts, and handling donations with gratitude and care.
- Sorting goods efficiently according to guidelines, ensuring items are quickly processed for resale and/or reuse.
- Keeping warehouse areas clean, neat, and well-organized
- Transporting all trash and recycling to outside dumpsters
- Sorting inventory for nonprofit partners and contacting them when items are available for pick up
- Keeping the work area safe at all times, including maintaining clear access to emergency exits and equipment, clearing walkways from debris
- Handling customer inquiries and contacting floor managers if needed

- Completing to-do tasks daily as instructed by senior leadership
- Assisting other team members as needed
- Keeping the loading dock, recycling bins, and parking lot areas clean and free from debris
- Ensuring that warehouse opening and closing procedures are being completed daily
- Notifying management of any concerns or areas for improvement
- Other duties as assigned

Education/Training:

- A high school diploma or equivalent is required
- Must have working knowledge of basic computer skills
- Previous experience in a retail/warehouse, or customer service environment preferred

Experience/Knowledge/Abilities:

- Must be able to check Slack (a messaging app), use Google calendar, and digital timeclock app
- Must be flexible in working on multiple tasks with frequent interruptions in a fast-paced environment
- Must have excellent communication skills for working with customers where tact and positivity are required
- Must be able to effectively interact with team members and work collaboratively with all levels within the organization
- Must have excellent ethics and be able to cultivate trust and project professionalism to all contacts
- Must work well within a team environment, willing to help others when needed
- Must be able to read, understand, and speak English
- Must be attentive to details and possess exceptional organizational skills
- Working knowledge of basic warehouse equipment/tools is preferred

Working Conditions:

- Standing for long periods of time is required. Manual dexterity and normal grip are needed for moving and sorting goods
- Must be able to safely handle and lift heavy objects (40 lbs) and use dollies and carts as needed. Frequent carrying of objects around the work area is needed
- Must be able to handle a physical work environment with frequent standing, sitting, bending, climbing, reaching, lifting, pulling, and pushing
- Normal or corrected hearing and vision are required, along with speaking abilities
- Must be able to stand working in varying temperatures (it can get hot in the warehouse in the summer.) Exposed to outside weather conditions when helping donors unload goods and removing trash/recyclables

- Subjected to moderate noise in varied work environments is characteristic of this job

Reconsidered Goods is an Equal Employment Opportunity Employer - and we celebrate our employees' differences. We do not discriminate on the basis of race, color, age, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), gender (including gender identity and gender expression), marital status, sexual orientation, sex stereotype, national origin, ancestry, citizenship, military or veteran status, physical or mental disability, and genetic information. We celebrate diversity and are committed to creating an inclusive environment for all employees. Different makes us better.

April 2024

DRAFT