



## Cincinnati Recycling & Reuse Hub

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The Cincinnati Recycling & Reuse Hub (CRRH) is a growing nonprofit looking to add to our team and expand our organizational capacity.

**POSITION:** Reuse Manager

**DESCRIPTION:** This position works and manages all aspects of the Reuse Area, including but not limited to maintaining the space and managing the incoming and outgoing of materials for the area.

- Weigh all outgoing Reuse items when customers are taking them for reuse
- Stock and maintain the Reuse area shelves with incoming materials in an organized way on a regular basis
- Refine the Reuse area's organization, intake, maintenance, and shopping processes
- Find other organizations that will accept Reuse items
- Connect people who contact us with items to other resources, some available on our website

**JOB REQUIREMENTS:**

- General knowledge of items accepted by CRRH and where the items are sent for recycling or reuse
- Ability to see the reuse value in items and have a strong commitment to the CRRH mission
- Familiarity with our partners and what reuse items are sent to them
- Excellent organizational skills
- Good interpersonal communication skills
- Ability to lift and carry at least 40 pounds. Items for the Reuse Area may include heavy boxes of design samples, such as tile.
- Flexibility and adaptability to change
- Reliable transportation to and from CRRH

**WORK ENVIRONMENT:**

- Frequent walking with long periods of standing
- No air conditioning and minimal heat in the warehouse

**HOURS:** 30 hours per week with the following set schedule:

- 9 AM - 2:30 PM on Tuesdays, Wednesdays, Fridays, and Saturdays
- 10:30 AM - 6:30 PM on Thursdays

**PAY RATE:** \$17/hour

**BENEFITS:** Paid Time Off and Holiday Pay for designated holidays

**EDUCATION/EXPERIENCE:**

- High school diploma or equivalent

**TO APPLY:**

Submit a cover letter, resume, and contact information for two professional references to [contact@cintirrh.org](mailto:contact@cintirrh.org). Applications will be reviewed as they are received and the position will remain open until we feel like we have the best candidate for the job.

The Cincinnati Recycling & Reuse Hub is an equal opportunity employer and we value diversity, equity, and inclusion in all areas of our organization.