

# THE LOADING DOCK

A NON-PROFIT BUILDING MATERIALS REUSE CENTER

*"You could build a house with what people throw away."*

## REUSE RETAIL ASSOCIATE

**SALARY & SCHEDULE:** \$14 - \$18/hour dependent on experience; part-time OR full-time, 20 – 45 hours/week. Current schedule is Monday – Friday, 8am – 4pm, occasional Saturdays. Reports to Store Manager.

**MISSION:** The Loading Dock, Inc. (TLD) redirects useable materials from the waste-stream and redistributes them low-cost to the community. "You could build a house with what people throw away!"

**ORGANIZATIONAL OVERVIEW:** TLD is a warehouse operation full of new and used building materials that are sold to the public in its 45,000 square foot warehouse located in SE Baltimore City near Highlandtown. TLD is the nation's first successful, self-sustaining non-profit build materials reuse center, since 1984!

*TLD is an equal opportunity employer and encourages ALL qualified candidates to apply.*

**POSITION GOALS:** This position will 1) assist customers with checking out at the Front counter 2) general customer service on the Sales Floor 3) participate in restocking product, making signs, cleaning, and other retail duties

### REQUIRED SKILLS & EXPERIENCE:

- Ability to work in a warehouse environment and outside (hot & cold, dusty)
- Customer service experience
- Data-entry and/or computer skills
- Cash-handling experience
- Ability to lift up to 50 lbs.

### PREFERRED:

- Building material knowledge
- Spanish speaking skills a plus

### JOB DUTIES:

- Customer service on the Sales Floor and through check-out process
- Tasks include:
  - Using our computer system to ring up customer purchases (data entry & cash-handling)
  - Answering the phone & checking messages
  - Cleaning & sorting product
  - Making signs for products
  - Using equipment as trained, such a pallet jacks
  - Cleaning (sweeping, sanitizing, etc.)

**BENEFITS:** After successful completion of the 90-day introductory probation period, this person will be eligible to join TLD's health coverage plan and accrue paid leave