

**Title:** Clerk (Part-time, 20-30 hours)

**Schedule:** Shifts vary depending on availability, **1 weekend day required**

**Wage:** \$13.50

**Reports to:** Center Manager, Shift Lead on duty

### Who We Are

- Austin Creative Reuse is a 501(c)(3) nonprofit organization. Our mission is to foster conservation and reuse through creativity, education, and community building. Learn more about the organization at <https://www.austincreativereuse.org/about-us/>

### What We Offer

- Fun, creative and collaborative environment working with a team that's passionate about reuse and creativity. Training and professional development to support your growth
- Opportunity to expand your role based on interest and skill set.

### What You'll Do

The Austin Creative Reuse Clerk is friendly, personable, enthusiastic and knowledgeable about Austin Creative Reuse and our mission. There are 3 main focus areas for ACR Clerks.

- As a **register clerk**, you will be greeting customers as they enter the center and ensure they have a positive experience when they shop, donate or volunteer. You will work efficiently to get customers checked out. You will become familiar with center pricing and will use sound judgement to complete transactions. You will handle cash and credit card sales through a Square terminal. . You will engage the customer about their experience in the center and invite them to make financial donations and attend events/programs
- As a **processing clerk**, you will efficiently sort and price incoming materials, and ensure an orderly workspace for volunteers and staff. . You will assist with customer service, volunteer engagement and incoming donations.
- As a **group volunteer and community events clerk**, you will lead groups of up to 40 people in sorting tasks and craft activities. We're looking for outgoing people, comfortable engaging with both children and adults from a wide range of backgrounds.

### What You'll Bring

We are looking for amazing people with diverse backgrounds and a genuine passion for creativity and reuse. Our ideal candidates will be comfortable talking about crafting materials and dealing with pricing questions.

We expect our clerks to:

- Be outstanding at customer service
- Be efficient at checking out customers quickly
- Have excellent organizational skills and attention to detail
- Have excellent communication skills
- Be able to juggle multiple tasks and work in an active non profit environment
- Amazing flexibility and the ability to work closely with a diverse team

### Qualifications

- Previous customer service and cashier experience
- Basic knowledge of Point of Sales Systems and cash drawer reconciliation
- Basic computer skills including knowledge of email, Microsoft Office, and google drive
- Minimum: High School Diploma or Equivalent.

- **Physical Requirements:** Push/pull merchandise with appropriate equipment to and from backroom and sales floor. Lift, place, and arrange items on shelves and racks. Bend down and reach above head. Climb and descend ladder. Stand during an entire shift (other than normal break time).

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**To Apply**

Please submit your resume and tailored cover letter online to [info@austincreativeuse.org](mailto:info@austincreativeuse.org)

We review applications on a rolling basis, so it is to your advantage to apply as soon as possible. We will not consider applications without a cover letter tailored to this position.

At Austin Creative Reuse, we believe that diversity makes us stronger and challenges us to think differently every day. Austin Creative Reuse provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, national origin, age, veteran status or disability.

**Learn More**

Austin Creative Reuse: <http://austincreativeuse.org/>