



JOB DESCRIPTION for Transport and Warehouse Associate – Part-time, 25 hours a week, on-site.

The **Transport and Warehouse Associate** is responsible for material transport and handling, provides training to Work Preserve job training program participants, performs routine facility maintenance, and provides retail support in the Significant Elements store.

Historic Ithaca (HI) is a well-established nonprofit organization, whose mission is to promote and preserve the built environment in Ithaca and throughout Tompkins County, as the “voice of preservation.” Historic Ithaca’s related business, Significant Elements (SE) is an architectural salvage retail store, open to the public, that supports the mission of the organization. An educational component of HI and SE is its Work Preserve job training program.

The position reports directly to the Significant Elements Manager, is part time, 25 hours per week.

Duties will include, but not limited to:

- Responsible for driving Significant Elements’ box truck, performing pick-ups of donated materials and delivery of purchased items, and transferring materials to Solid Waste or scrap yards as necessary.
- Material handling and vehicle loading.
- Training participants in the processing of donated building materials, safe and appropriate use and maintenance of hand tools, and in transferable warehousing skills (e.g. lifting and material handling).
- Creating and maintaining a safe and supportive work and learning environment for Work Preserve participants. Maintaining and upholding established Work Preserve procedures.
- Performing routine facility maintenance including, cleaning, ice and snow removal, lawn, grounds and building maintenance and upkeep.
- Retail support in Significant Elements, operating POS system and providing customer service.

Required skills and experience:

Must possess and maintain a valid NYS Driver License and clean driving record, and have experience driving a delivery or box truck.

Background check required.

Demonstrated experience in utilizing caution and safe strategies when operating trucks, vehicles, and equipment.

Ability to perform physical activities including: routinely lifting and moving 70 pounds, knowledge of moving larger objects, regularly walking up and down multiple flights of stairs, standing, and working outside in all seasons. The position is very active.

Ability to communicate pleasantly and effectively with trainees, staff, volunteers, customers, donors, and the public.

Demonstrated experience in a warehousing or construction setting. Knowledge of building materials and light construction.



Experience using power and hand tools safely and appropriately.

Experience supervising teams and individuals and working with diverse populations.

Experience working and solving problems independently without direct supervision. Ability to read, interpret, follow and give verbal and written instructions, and to legibly write and complete forms.

Ability to maintain safe practices in moving heavy materials while working alone or in a team. Must include ability to communicate clear plans for moving materials while using appropriate moving tools and strategies preventing harm to self, team, others, or property.

Ability to perform basic arithmetic and instruct others in measuring and basic arithmetic skills.

Curiosity and willingness to learn. Have a good sense of humor and the ability to be flexible in different situations.

Additional skills not required but beneficial:

- Experience working with youth
- Building renovation, restoration or maintenance experience
- Defensive driving course or CDL training course.
- First Aid training
- Furniture repair or restoration experience

Qualifications

HS diploma or GED required.

Hours are based on Significant Elements' hours of operation: Monday through Saturday, 9 AM to 5 PM and are on site only (no remote work) at 212 Center Street, Ithaca, NY 14850.

Wages: \$16.50 per hour which includes vacation, personal time off benefits plus holidays. One year, Grant funded position with possibility of renewal. Staff development and training available; some are required and are provided by employer.

Please forward a cover letter, resume to Susan Holland, sholland@historicitythaca.org. Resumes accepted until position filled; interviews will be offered on a rolling basis.

Historic Ithaca provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.