Clever Octopus Warehouse Manager Job Description

Application Deadline: Open until filled.

Training: From hire date to June 5, 2021

Clever Octopus Inc.’s Mission Statement
Clever Octopus Inc. is a nonprofit organization dedicated to fostering creativity and environmental awareness through art, science, technology, engineering, and math. Our multi-tentacled approach includes the Clever Octopus Creative Reuse Center and the Octopod mobile outreach vehicle. Through these projects, Clever Octopus aims to create future leaders in art and science. The Clever Octopus Creative Reuse Center is a resale warehouse for reclaimed materials and industrial offcuts as well as a creative space for community members to create with these materials in an environment that promotes creativity. Materials will be collected from local businesses, companies, industries, labs, and residents.

OVERVIEW:
The Warehouse Manager is our muscle! Under the direction of the ED, you will be responsible for

A. processing and researching new waste-stream diversion sources,
B. coordinating the processing of incoming material,
C. co-managing staff with shop manager to assist with sorting and other projects, and
D. managing Clever Octopus warehouse facilities.

We’re growing and need administrative, operational, and strategic assistance. We’re a small team in which everyone contributes beyond their core responsibilities. Teamwork and initiative are a must! Because of the start-up nature of our work, things move quickly, and you’ll have opportunities to define and refine procedures. We are excited for someone to be creative in this role and grow with us.

PURPOSE OF THE POSITION:
Manage the intake area, donation scheduling, backstock area, processing, retail warehouse floor, recycling, re-thrifting, and trash processes. Coordinate with the Executive Director, Shop Manager, VISTA Team, and volunteers to maximize the efficiency and effectiveness of all intake and distribution/outreach/education department operations. The overall goal is to maximize retail sales by creating new material partnerships and evaluating materials before they are accepted to ensure materials are sold quickly and/or can be used for educational outreach purposes.

Responsibilities:

● Processing Incoming Donations:
  ○ Standardize the most efficient use of labor in the intake and sorting areas with daily standards of performance.
- Coordinate pickups and deliveries to the warehouse.
- Develop new strategic partnerships with businesses and manufacturers for material donations, including making site visits, scheduling donation pick-ups and drop offs, and sorting through materials to determine what we can accept or not. Maintain current partnerships with businesses and manufacturers.
- Make timely adjustments to increase Warehouse Operations efficiency & quality based upon daily results.
- Maintain quality standards when accepting donated materials.
- Drive organization’s vehicles to pick up materials, perform quarterly vehicle inspections and report any issues to ED.

● Managing Warehouse Facilities:
  - Evaluate the layout of the warehouse retail area and intake area monthly and adjust accordingly depending on new arrival of materials and with respect to ADA accessibility.
  - Delegate warehouse intake area cleaning tasks and work with staff to keep the areas tidy.
  - Manage waste, recycling, and excess thrift schedules.
  - Keep all equipment in good repair.
  - Organize and maintain cleanliness in volunteer sort space.
  - Inform the ED of malfunctioning issues regarding the warehouse, equipment, and vehicles.
  - Coordinate with ED when equipment needs to be purchased.

● Lead Teams of Sorters and Volunteers:
  - Hire warehouse staff, submit timecards for staff working warehouse only and your timecard.
  - Hire work study folks from SLCC, manage and identify projects for them and approve timecards.
  - Coordinate with the Volunteer Coordinator in identifying sorting projects for volunteers.
  - Coordinate with Shift Leads to orient volunteers and volunteer projects.
  - Work with staff and volunteers to organize and process incoming materials in a safe and tidy manner.

● Administrative Tasks:
  - Meet monthly with Executive Director.
  - Meet weekly with CRC Manager.
  - Standardize and improve written procedures and training protocols.
  - Use and create Google Sheets and Forms for data tracking purposes.
  - Interview and hire warehouse staff & Work-Study applicants/staff with Executive Director approval.
  - Check and submit time cards for warehouse staff & Work-Study staff.
  - Work with administrative team on strategic planning goals.
  - Coordinate with Marketing Manager to create business material donor social media posts twice per month.
In Coordination with Shop Manager:
○ Develop standards for pricing in retail and warehouse areas.
○ Use the Point of Sale (Square POS) system to create new items, perform refunds, check daily sales, and verify cash deposit amounts.
○ Ensure effective and efficient flow of donations, merchandise, equipment and supplies on to the sales floor.
○ Ensure high quality standards of donated materials and learn to tactfully say “NO” to unwanted or overstocked materials and suggest other organizations to donate items that do not meet our parameters.
○ Evaluate when supplies for CRC are needed, get approval from ED to purchase supplies.
○ Create signage for the shop: pricing for materials, business material donor highlights, customer information, and more.
○ Identify daily and weekly tasks for shop staff.
○ Identify items that need to be moved off the sales floor and find alternative ways to “move them” by posting on Facebook Marketplace, through our mini-grant and non-profit rewards program, COI education programming, or other outlets.
○ Interview, hire and train work-study staff to do various tasks within our store and warehouse.
○ Coordinate with Volunteer Coordinator to define projects and activities for volunteers and volunteer groups. Evaluate when supplies for CRC are needed, get approval from ED to purchase supplies.
○ Meet with new Reuse Market Vendors to set up when Shop Manager is unavailable.

Requirements:
● Be confident in skillset and confident in asking for help when needed.
● Excellent knowledge of merchandise in terms of quality, value and knowledge about secondary markets for post retail merchandise and recycling.
● Competent in internet use and a variety of computer software applications including Google Drive, Google Docs, Google Sheets, Google Forms, and Google Calendar. Must have exceptional interpersonal communication skills and excellent writing skills.
● Competent in using a walkie talkie and communication with staff in Slack app (to be installed on their phone).
● Must have excellent organizational, critical thinking and decision-making skills. Extreme attention to detail and organization is a plus!
● Must be able to effectively communicate, listen to and motivate team members.
● Must be a self starter and be able to work independently.
● Must exhibit a high level of integrity and business ethics.
● Requires a high level of adaptability and flexibility.
● Ability to stand, squat, bend, twist, and lift 50-75 pounds.
● Follow safety protocols at all times.
● Have a valid driver’s license and safe driving record.
• No record or disclosure of criminal conviction within 7 years from date of application that indicates a tendency towards theft, violence, dishonesty, deceit, drug manufacture or sale, moral turpitude, or predatory behavior.
• Must provide proof of identification and eligibility to work in the United States of America.

Warehouse 2021 Goals and Objectives:
• Review and follow 2021 Strategic Plan.
• 80,000 lbs of donated materials for 2021.
• Broaden our business materials donor base to 45.
• Keep an equal base of individual/business by donated weight.

Schedule:
• Work 25 - 30 hrs per week (Wednesday - Saturday) with room to grow.
• Work weekends.
• Work holidays when needed.
• Help to cover shop staff shifts when needed.
• CRC hours of operation 9:30 am - 7:00 pm subject to change to 8:30 pm in near future.

Wages and benefits:
• $16 - $18 per hour
• $25 Monthly stipend for CRC use
• Free Membership (10% discount and perks)
• 50% Discounts on classes and workshops

APPLICATION INFORMATION

Please submit the following materials to: jobs@cleveroctopus.org
1. A cover letter addressing why you are interested in the position and how you meet the qualifications of the position.
2. A resume demonstrating that minimum qualifications are met.

Additional Information
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Clever Octopus provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, gender identity, sexual orientation, disability or genetics. 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.