Join our Team!

Work with reclaimed lumber & create a community resource.

Position Summary: Responsible for overseeing and managing all aspects of the Processing Department, including personnel, material management, logistics, task sequence, and safety; ensuring project goals are achieved; and providing leadership and supervision for the team in order to achieve a safe, healthy, productive, cohesive, and positive workplace. This is a full time position, 35-40 hours per week.

Schedule: Monday-Friday, 8:45am - 5:15pm. Work location at the Re-use Hawai‘i Redistribution Center (200 Keawe Street).

Compensation:
- Position pays $16/hour to start
- Health/dental/vision insurance (UHA600)
- Paid vacation and sick time
- $200 material credit at Re-use Hawai‘i & employee discount
- Retirement plan (Vanguard 403B)

Primary Responsibilities and Duties:
- De-nail lumber, stack, cut, and catalog material.
- Conduct daily morning crew meetings.
- Set daily processing goals.
- Monitor crew progress.
- Facilitate and monitor crew safety.
- Delegate tasks to crew members.
- Keep crew motivated and on task.
- Organize and manage unprocessed material.
- Work with Redistribution Center staff to help manage material.
- Maintain a clean and organized Processing area and lumber yard.
- Facilitate and practice good communication within the Warehouse and truckers.

CLICK HERE TO APPLY ONLINE!
or copy and paste this link into your browser: https://form.jotform.com/815081496011151
- Promote and maintain a vibrant and engaging work environment that is positive and safe for staff, volunteers, donors, customers, and visitors.
- Take care of tools and equipment.
- Attend all safety meetings and fulfill safety requirements of the position.
- Train new employees on proper techniques and safety procedures.
- Count processed material and submit inventory sheets to the Redistribution Center Manager.
- Daily set-up and breakdown of Processing area.

**Expectations:**
- High proficiency using hand and power tools.
- Attention to detail and safety.
- Ability to switch tasks quickly and often.
- Willing and able to learn on the job.
- Responsible, reliable, punctual, honest, and efficient.
- Connection and support of the organization’s mission.
- Lifting up to 60+ lbs throughout the work day.
- Ability to perform intense and repetitive physical work including bending, lifting & moving material, standing, walking.
- Cell phone and email communication

**General Requirements:**
- 3 good professional references.
- Ability to learn to operate a pallet jack and Forklift.
- Non-profit experience is a plus.

Learn more about our organization and how we serve the community through our work at:

reusehawaii.org