CRRH Volunteer Information Sheet

Thank you for volunteering your time and energy to help us create a successful Cincinnati Recycling & Reuse Hub!

Please take a moment to read over the information and instructions on this sheet.

Since we are just opening, we are a little unsure how busy we will be. While we hope to be very busy most of the time with receiving materials. We will be taking Covid precautions so please bring a mask and we have hand sanitizer.

There are multiple ways to get materials into the building by using the various doors and garage doors. We need to use the freight elevators to get the materials up to the 4th floor to then be sorted.

- Unless there is an event, please park in the gated lot on Woodrow Street which is behind the building.
- A member of the CRRH committee will be present at all times to guide volunteers and explain their duties. The committee member will process fees, unlock and lock the building as necessary.
- Volunteers should bring a snack and drinks if they plan to be there long enough to require food. There are restaurants nearby, but no food or vending machines on the premises. We have a refrigerator for your use.
- Lockers and a coat rack are also available for your use.
- The space is not air conditioned so please dress accordingly and if we are outside, bring sunscreen if needed. On cooler days, dress in layers.
- As people come to drop off materials, it is important that we only take items we accept and be sure to wait for fees to be processed before taking anything inside.
- We have dollies and carts to get materials to and from the elevators.
- Materials will then be taken to the sorting tables.
- During down times from unloading, we need you to sort and organize materials that are already on the 4th floor.

Please take time to share any feedback that you feel will help us to improve the information for volunteers during their shifts.