



Creative Reuse Specialist

Location: ReMix It (West Asheville - Haywood Road)

Hours: Part-time, 28 hours/week

Schedule: Wednesday - Saturday availability required

Start Date: Anticipated start date is expected in Spring 2026 and will align with our store opening timeline.

Pay: \$18/hour

Reports To: Executive Director

Position Summary

The Reuse Specialist supports daily operations, including retail customer service, donation processing, and workshop assistance. This is a hands-on role for someone who enjoys creativity, variety, and community engagement while helping maintain a welcoming and inspiring space.

Key Responsibilities

Retail & Customer Service

- Greet customers warmly and provide friendly, knowledgeable assistance
- Operate point-of-sale system and handle retail transactions accurately
- Answer questions about materials, pricing, and mission of organization
- Stock, organize, and maintain retail floor sections
- Maintain a clean, safe, and well-organized store
- Assist with store opening and closing procedures as scheduled

Donations & Reuse Operations

- Provide warm, welcoming service and education to donors
- Sort, organize, and prepare materials for retail
- Assist with backstock organization and materials flow
- Help direct and support volunteers with sorting and donation processing
- Maintain high quality and safety standards for all materials

Workshops & Events Support

- Assist with workshop and event setup and cleanup
- Help prepare materials and samples for programs
- Support birthday parties and special events
- Help with workshop facilitation as needed



Community Engagement

- Support outreach efforts and partnership activities as needed
- Assist with special projects and initiatives

Qualifications

- Strong customer service and communication skills
- Friendly, welcoming, and community-oriented approach
- Strong organizational skills and attention to detail
- Comfort working in a fast-paced, hands-on environment
- Interest in art, creativity, reuse, or sustainability
- Ability to work independently and collaboratively
- Reliable, flexible, and adaptable
- Experience in retail, customer service, education, or creative fields is a plus

Physical Requirements

- Standing, walking, bending, and lifting throughout shifts
- Ability to lift up to 30 lbs regularly, occasionally up to 50 lbs with assistance
- Frequent handling of donated materials of varying size and weight

Shared Expectations for All ReMix It Staff

Mission & Values

- Act as an ambassador for ReMix It in the community
- Support our mission of creative reuse, accessibility, and sustainability
- Work collaboratively with staff, volunteers, and community partners

Communication & Professionalism

- Communicate professionally, warmly, and clearly with all stakeholders
- When needed, redirect community members kindly to appropriate resources
- Maintain positive, solution-oriented approach to challenges

Flexibility & Teamwork

- Support teammates across all functions as needed
- Adapt to changing priorities and community needs
- Contribute ideas for improving operations and programming



Working Conditions

- Wednesday - Saturday schedule during store hours (11am - 6pm)
 - Weekend availability required (Saturday)
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Compensation & Benefits Summary

- **Generous employee discount**
 - **Reuse Specialist: \$18/hour, 28 hours/week**
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To Apply

To apply, please complete the Google Form [\[linked here\]](#) and upload your resume.