

Position Description:**Position Title:** Center Associate**Position Type:** Part-time**Work Shifts:** Must be available Friday, Saturday and Sunday. Shifts range from 4-8 hours per day.**Starting Wage:** \$11.00 per hour**Reports to:** Board of Directors or Administrator.**Who We Are**

Spare Parts is a 501(c)(3) nonprofit organization that serves the San Antonio area. Our mission is to advance reuse and sustainability through creativity and the arts. Our Center for Creative Reuse was opened to the public in April 2021. The Center for Creative Reuse facilitates the intake of pre-owned creative materials and supplies that would otherwise be thrown away or underutilized and offers them back into the community through our program offerings and storefront. We are located at 13491 Wetmore Rd, San Antonio, TX 78247.

Position Description

The Center Associate will help with the day-to-day operations at the Spare Parts Center For Creative Reuse. This includes greeting customers, assisting customers find items, cashiering, stocking shelves, organizing shelves, maintaining clean floors and shelves, receiving donations, and other general tasks. The Center Associate will be part of a team of volunteers, committee members, and board members who are all committed to the organization's mission and make creative materials affordable and easily accessible to the community.

Position Qualifications

- Education: Minimum High School Diploma or equivalent
- Dependable transportation to the Center for Creative Reuse
- Past retail experience preferred
- Customer service and cash handling experience
- Square point of sale experience is a plus
- Basic computer skills: ipad tablets, printers, email, text messaging
- Candidate must have strong communication skills
- Interest and knowledge in the arts a plus
- Interest and knowledge of sustainable practices a plus

Position Environment

- Standing and walking around for multiple hours
- Lifting and moving items up to 50lbs
- Reaching top and bottom of shelves
- Occasional use of step stools and ladders
- Working with second-hand donations that may be prone to dust and other allergens

To apply, email your resume to hello@sparepartssa.org with the subject line "Center Associate Applicant". Friends of Spare Parts is an equal opportunity employer.