

Re-use Hawaii

Job Title: Workshop Manager

Employment Type: Full-Time

FLSA Status: Non-exempt

Department: Oahu Redistribution Center

Reports To: Redistribution Center

Job Summary

Lead and oversee the organization's workshop and Furniture Making Program. Assist with facility-build projects and the establishment of new upcycle programs and initiatives.

Schedule: Monday-Friday, 8:45am - 5:15pm. Work location at the Re-use Hawai'i Redistribution Center (4561 Salt Lake Boulevard)

Compensation:

- \$20.00 per hour
- Health/prescription drug insurance (HMAA)
- Elective dental and vision insurance available (HDS / HMAA)
- Paid vacation and sick time
- \$200 material credit at Re-use Hawai'i
- Work Boot Stipend
- Retirement Plan (Vanguard 403B)

Essential Duties

- Maintain all woodworking equipment and tools and ensure that they are all in safe and operable order.
- Manage the workshop and maintain a clean, safe, and organized space.
- Ensure that all safety procedures are followed in the workshop.
- Create and manage market products made with salvaged materials.
- Prepare and provide quotes for custom workshop projects
- Establish and achieve financial objectives for the Furniture Making Program.
- Assist as needed with any Redistribution Center maintenance or improvements.
- Maintain and order tools and supplies needed for the workshop.
- Attend weekly Management Team meetings and collaborate to accomplish collective goals.
- Consult with team members in need of technical assistance with tools, materials, and projects.

Supervisory Responsibilities

This role will manage volunteers and workforce development participants as assigned

Behavioral Characteristics

- A thorough understanding and knowledge of the organization's systems, practices, policies, and operations.
- Excellent organizational skills.
- Demonstrated ability to meet deadlines and to move projects forward.
- Ability to demonstrate professionalism and values of the organization to the public.
- Demonstrate sincere enthusiasm for diverting C&D for reuse to benefit the environment and community.
- Ability to work independently under minimal supervision.
- Ability to work effectively with a wide range of individuals of diverse backgrounds.
- Demonstrate grace and humor under pressure.
- Ability to multi-task and switch tasks efficiently.
- Commitment to sustainable practices and community.
- Commitment to preserving and maintaining the organization's resources.

Language Skills

- Excellent oral and written communication skills.