

## West Side Bazaar Assistant Job Description

**Position Title:** West Side Bazaar Assistant

**FLSA Status:** 20-25 hours per week, non-exempt

**Starting Salary:** \$13.64/hour or commensurate with experience

**Benefits:** Once eligible, WEDI provides a 3% match for an Individual Retirement Account, as well as a healthcare Flexible Spending Account. Health insurance options are offered with a full time position.

**Supervisor's Title:** Operations Manager

**Location:** 25 Grant Street Buffalo, NY

**Organization Mission:** WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

**Website:** [www.wedibuffalo.org](http://www.wedibuffalo.org)

**Programs Overview:** West Side Bazaar is a not-for-profit business incubator and international marketplace on Buffalo's West Side. There are currently eighteen businesses operating in the space that include 8 food service businesses and 3 food retail businesses, a driving school, a grocery store, two professional offices, and extra spaces for pop-up shops.

### Primary Purpose and Function

The West Side Bazaar Assistant is primarily responsible for assisting management with an array of tasks, including janitorial work, cleaning, assisting with ordering and supplies, and preparing the Bazaar for opening each morning.

### Essential Functions and Responsibilities

- Maintaining the Bazaar's food court by clearing and cleaning tables, emptying garbage cans and ensuring they are clean, and checking tables and chairs for problems
- Sweep and mop areas of the Bazaar as needed
- Clean and sanitize restrooms throughout the shift, refill paper towels, soap, toilet paper, etc.
- Assist with setting up, breaking down, and staffing events
- Prepare the Bazaar for opening by turning on lights, setting up tables and chairs, putting out patio furniture (weather permitting), checking bathrooms, unlocking door and ensuring cleanliness
- Assist management with answering phones and directing calls
- Maintain grounds by removing leaves, snow, and garbage, salting sidewalk when needed
- Assist management with ordering supplies, picking up orders, and organizing inventory

#### VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

#### MISSION

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- Maintain a clean kitchen, janitorial closet, food court, and bathrooms throughout the shift
- Assist with tour groups and managing space during crowded time
- Assist with the Catering program

### **Required Qualifications**

- Ability to lift heavy trash bags and other items weighing up to 50lbs
- Good customer service skills
- Basic fluency in speaking and reading English
- Attention to detail
- Ability to follow directions
- Basic cleaning knowledge
- Ability to work with individuals from a variety of diverse cultural and linguistic backgrounds
- Ability to take initiative and use time wisely

### **Preferred Qualifications**

- Work experience in a restaurant, hotel, or hospitality setting or experience as a janitor
- Knowledge of tools and light maintenance work
- Ability to communicate clearly over the phone in English
- Ability to organize things and maintain a clean and orderly environment

### **Organizational Policy/Procedure Compliance**

- Follow all regulatory policies and procedures and local, state, and federal laws
- Maintain confidentiality of corporate records and information at all times
- Keep a professional but friendly image

### **Application**

Applications are currently being accepted and will continue until the position is filled. Email inquiries and applications only. Please send resume or work history and short cover letter to [jobs@wedibuffalo.org](mailto:jobs@wedibuffalo.org)

WEDI values diversity and inclusion throughout its city and in its organization. People of color, women, LGBTQIA+ individuals, people with disabilities, and formerly incarcerated individuals are encouraged to apply.

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