

**The Renewal Workshop**  
**Workshop Role (Sort, Product Prep, Laundry, Packaging and Shipping)**



**Level:** Minimum of 2 years general work experience

**Salary:** Commensurate upon experience.

**Job Location:** Cascade Locks, Oregon

**Position Type:** Full time

**Job Category:** Manufacturing

**Description**

The Renewal Workshop seeks a full time hourly workshop associate to help renew and prepare apparel for sale. This includes sorting, barcoding, quality control, laundry, steaming, packaging and shipping product.

**Position Summary:** This dynamic role will assist with many facets of the workshop operations to manage the apparel received through the factory processes. This includes sorting apparel, prepping for labeling and repair, laundry, packaging, picking, packing and shipping product to customers.

Qualifications

**Specific Role Requirements:**

**Sort**

- Selecting boxes for sort based according to the production plan
- Opening boxes and pre-sorting products into specific categories
- Adding barcodes to products
- Sorting product and adding attributes into the Renewal Workshop computer system
- Organizing product into the correct laundry categories
- Entering data into the computer system about the product
- Keeping the sort area clean and organized

**Laundry Services**

- Operate multiple industrial laundry machines
- Load/unload and move large volumes of clothing. Up to 50lbs per load.
- Fold and organize washed laundry

**Inventory / Packaging**

- Packaging Product with customer packaging and barcode according to Renewal Workshop standards
- Ensuring that the Inventory area of the factory is kept clean and organized.

**Picking & Shipping**

- Picking customer orders from inventory accurately
- Preparing customer orders in the appropriate packaging for the order based on size.
- Ensuring that the TRW customer order is accurate
- Ensure the receiving area is clean and clear for receiving of product

**Education & Experience Qualifications**

- High school diploma or GED
- Must be 18 years or older
- Apparel industry and/or manufacturing experience a big plus

**Key Competencies & Technical Skills**

- Hand dexterity is required
- Attention to detail is a must
- Excellent problem solving skills
- Computer literate with Windows operating system, Word, Excel and comfortable learning new applications
- Complete job duties within given time constraints
- Perform other projects as assigned

- Cross-train between several different departments
- Pursues continuous improvement to improve efficiency of job duties and work flow
- Cleans and maintains work area
- Sewing experience, a bonus
- Ability to work in a fast paced, multifunctional team oriented work environment
- Demonstrate good attendance and punctuality
- Ability to work variable hours with short notice when needed
- Adheres to all safety policies and procedures as set forth by The Renewal Workshop
- Basic knowledge of English language with good verbal and written communication skills

### **Physical Requirements**

You must be able to perform essential functions of the position with or without reasonable accommodations:

- Must have close visual acuity to view a computer screen; prepare and analyze data and information; transcribe information; and read.
- Must be able to identify colors accurately
- Must be able to talk; express or exchange ideas by means of the spoken word; those activities where detailed or important spoken instructions or information must be conveyed to others accurately, loudly or quickly (by phone or in person).
- Must be able to hear; perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- Must be able to carry/lift; ability to carry boxes or other facility equipment up to 50lbs in weight.
- Must be able to stand/sit at computer workstations for long periods of time during shift.

### **Values Alignment**

The Renewal Workshop is a new kind of apparel company organized around the idea that businesses have multiple responsibilities for generating positive, lasting value.

We are here to solve hard problems and to create new systems that make things better. Our work is to do what is good and right for people and for the planet.

We restore value and reduce waste. We create jobs and treat people fairly. We serve customers kindly and work with partners cooperatively. We consciously choose to act with love in what we do and how we do it.

### **About The Renewal Workshop**

The Renewal Workshop is a new kind of apparel company that makes discarded clothing and textiles into something new. We partner with the world's best-loved brands and retailers to recover value from their unsellable returns and excess inventory.

Our proprietary Renewal System takes discarded apparel and textiles and turns them into renewed apparel, upcycling materials or feedstock for recycling. Data is collected on everything that flows through the system and is shared with our brand partners to help them improve the production and design of future products. Renewed Apparel is sold direct-to-consumer at [renewalworkshop.com](https://renewalworkshop.com) and in selected stores or back to the brand. We're the certified renewal partner of our brands and our accompanying labeling in the garment acts as a seal of trust and quality.

The Renewal Workshop operates a zero waste circular system that recovers the full value out of what has already been created as a way of serving customers, partners and planet.

### **Equal Opportunity**

The Renewal Workshop provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Renewal Workshop complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Any interested candidates please submit a cover letter and resume to [jobs@renewalworkshop.com](mailto:jobs@renewalworkshop.com)