

Organizing Hero



Summary

We are looking for a hardworking, highly organized individual to join our team of professional organizers.

Details

- Organizing Heros work closely with the Team Champions, Virtual Assistant, and the Owner.
 - Hours: 5-20 hours per week. Hours are not guaranteed.
 - Status: Part-time employee position. (non-exempt)
 - Compensation: \$15 per hour, based on experience. Commute time is included.
 - Service area: 1-1.5 hours around Lansing (carpool for jobs more than 30 minutes away)
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Key Responsibilities and Duties

- Responsible for sorting, moving, and storing items on site with direction from the Champion (Lead Organizer).
 - Work to group a client's possession for an easy decluttering, and place the clients' items into organizational systems that work specifically to meet the client's needs and goals.
 - Help to maintain a tidy & professional environment throughout the course of an organizing or moving job.
 - Assist with managing organizing supplies.
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Responsibilities on the Job

- Sort items in a room or space creating logical grouping for client review (3M Sorting System)
- Occasionally work directly with a client and assist in decluttering belongings
- Put trash, recycling, shredding, and donation items into the appropriate receptacles while on site.
- Use organizing materials and Easy Life Organizing processes to create systems with the items that clients keep after decluttering as directed by the Champion (Lead Organizer).
- Collaborate with the Champion to select and implement organizing products.
- Label bins, boxes, containers, etc. using a label maker or specialty labels.
- Assemble small furniture items such as storage boxes and shelving units.
- Perform additional assignments as directed by the Champion or Owner.
- Maintain a high level of professionalism

Administrative

- Enter time and expenses into tracking app daily
- Maintain company scheduling program with availability
- Review schedule daily for upcoming assigned projects
- Complete shift checklists on each shift.
- Upload shift notes for each job.
- Attend team meetings

Requirements

- Understanding of basic organizing steps & techniques
- Ability to work closely with a team
- Tech skills (smart phone, cloud based systems, etc.)
- Ability to lift 40 pounds and climb stairs
- Reliable form of transportation to & from jobs and carpool locations
- Excellent:
 - Attention to detail
 - Communication
 - Positive attitude
 - Time management skills
 - Willingness to learn
 - Empathy & kindness
- Embody our company values on and off the job.
 - Transparency
 - Personable
 - Professional
 - Attentive
 - Enthusiastic
 - Receptive

Schedule

- Part-time schedule
- Hours can be from 8am - 3pm, Monday - Saturday (excluding commute times)
- Commute times can be up to 1.5 hours long one way
- Hours are not guaranteed, but dependent on how much work we have.
- Attend team meetings, team trainings, and individual quarterly reviews.

Employee Name: _____

Employee Signature: _____

Date: _____

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Position Onboarding & Training Plan

Step	Topic	Outline
1	Interview Stage	1:1 interview, Team Interview, Test Day, & Offer Letter
2	Initial Setup	New Hire Paperwork, Create accounts, Shirts, Headshot, & meet the team
3	Culture & Policies	Purpose, Mission, Vision, core values, structure, handbook review, & Brand
4	Operations Team	Overview of current operation practices, team structure, goals & KPIs, meetings, & events
5	Position Overview	Job Description & outline of responsibilities
6	Hero Training	Review Training matrix, SOPs, Documents, tools, & timeline

Hero Training Breakdown

- Programs
 - Jobber
 - ConneCTeam
 - Slack
 - Google Calendar
- On the Job SOPs
 - Clocking in & out
 - Shift Checklists
 - Products & Counting Inventory
 - Category Binder
 - Organizing Tool Box
 - Label Maker & Supplies
 - Labels 101
 - Recycling 101
 - 3M Sorting Process
 - 1-2-3 Rule
 - Move: Packing Supply Tote
- Handy Skills SOPs
 - Handy Tool Box
 - Using a Stud Finder & Laser Level
 - Hanging Art
 - Hanging Shelves
 - Cube Organizer
 - Freestanding Shelves

Our Training Philosophy (S.O.R.T.S)

- Study
 - SOPs, research, video training, discussion
- Observe
 - See it in person in action
- Run Through
 - Do it in person with assistance
- Try It
 - Do it solo with little to no supervision
- Share it
 - Teach someone else about it