

Processing Clerk

CommunityWorx (formerly PTA Thrift Shop) is a nonprofit 501 C (3) organization founded in 1952. Our mission is to enrich lives by building collaborative partnerships and transforming charitable donations into educational and community investments. We operate two thrift shops located in Carrboro and Chapel Hill, NC, and a business incubator for youth-serving nonprofit organizations. Our core values are grounded in equity, community, compassion, and innovation. For more information about our organization please visit communityworxnc.org.

CommunityWorx is hiring full time and part time Processing Clerks who share our values, and a passion for our mission. The processing department works integrally with both the donation receiving department, and the retail sales department. Our Processing Clerks are responsible for ensuring we maintain the sales floor well stocked with high quality merchandise at an equitable price point. The ideal candidate is someone who enjoys planning, organizing, and teamwork. We prioritize hiring good listeners, effective communicators, and those who thrive working in teams with people from diverse backgrounds. The employee will be part of a team that ensures customers have a pleasant shopping experience in a clean, safe, and welcoming environment.

Tasks may include:

- Sort merchandise including clothes, accessories, household items, books, art, small appliances, electronics, and furniture.
- Discerning the quality and value of secondhand merchandise.
- Price merchandise according to CommunityWorx's policies for equitable pricing.
- Inspect, clean, and perform minor repairs on merchandise.
- Stock merchandise on the retail sales floor.
- Engage and assisting customers with merchandise on the sales floor.
- Maintaining an organized processing area and stock room.
- Maintain a processing area clear of dust and e
- Willingness to help in other areas, when requested.

Skills:

- Organizing – coordinating, categorizing, and arranging physical items of varying sizes, weights, and functions.
- Planning – having forethought, developing objectives, a course of action, and accountability.
- Communication – good listener, can effectively communicate plans to peer and supervisors, and report back on activities.
- Capable of being trained and coached.
- Bilingual (Spanish, French or Karen AND English), preferred but not required
- Basic maintenance and repair of household items preferred but not required.

Abilities:

- Physical strength: Lift objects that weigh at least 30 pounds on a regular basis.
- Mobility; bending, reaching, lifting, pushing, and pulling on a regular basis.
- Near sighted, can see and identify details at close range.

Knowledge: Specialized knowledge of apparel/fashion, antiques, housewares, or art/prints, preferred but not required.

Education: High School diploma or equivalent preferred, but not required.

Experience: One to two years in a retail or service environment preferred, but not required.

Application accepted online only at <https://communityworxnc.org/about-us/join-our-team/>