

Receiving 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 co-working community 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 full time and part time Receiving Clerk who shares our values, and a passion for our mission. The ideal candidate is someone who enjoys engaging with people from diverse backgrounds, a good listener, and communicator. The employee will be part of a team that ensures donors and customers are shown gratitude for supporting our mission and impact in the community.

Tasks may include but not limited to:

- Greeting donors and receiving donations in a welcoming and gracious manner.
- Preparing and sorting merchandise for processing.
- Answering questions regarding our organization, the thrift shop, and its merchandise.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Watch for and recognize security risks and thefts and know how to prevent or handle these situations.
- Maintain receiving area clean and organized.
- Carrying purchases to vehicles for customers who need assistance.

Knowledge:

- Customer service.
- Bilingual (Spanish/English) preferred, but not required.

Skills:

- Logistics and organizing merchandise and/or materials.

Abilities:

- lift 50 pounds or more on a continual basis
- work weekends

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

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

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