

Facilities and Maintenance Support Specialist

CommunityWorx 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 a thrift shop located in Carrboro, and a collaborative co-working space for youth-serving nonprofit organizations, YouthWorx on Main. Our core values are grounded in equity, community, compassion, and innovation. For more information about our organization please visit communityworxnc.org.

CommunityWorx Thrift Shop is looking to hire a detail-oriented, organized and respectful individual who shares our values, and a passion for our vision. The ideal candidate will be enthusiastic about creating and maintaining a clean and comfortable space for employees, customers, and donors. This position will require mobility between CommunityWorx and YouthWorx on Main.

Tasks will include:

- Basic knowledge of “handy person” duties.
- Keeping building and property in a clean and orderly condition.
- Sanitizing and restocking public areas.
- Basic housekeeping such as sweeping, mopping, and vacuuming floors.
- Gathering and emptying trash and recycling.
- Dusting furniture, walls, and equipment.
- Basic landscaping skills including mowing, pruning, and manicuring of outdoor areas.
- Maintaining clean outdoor areas, such as the parking lot and public seating.
- Diagnose, maintain, and/or repair plumbing, electrical, and mechanical, and automotive equipment.
- Performing preventive, predictive, and normal maintenance of organization tools and equipment.
- Duties may include: power washing, window washing, general carpentry.

Skills:

- A knowledge about furniture, antiques, tools, and basic repair (preferred but not required).
- Ability to lift 50 pounds and more on a continual basis.
- Professional and respectful demeanor.
- Ability to ask for help and a willingness to take direction.
- Continued awareness of safety issues.

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

Experience: Familiarity with physical labor and/or janitorial duties in the workplace, preferred but not required. Training will be provided.

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