

## **Retail Salesclerk**

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](https://communityworxnc.org)**.

CommunityWorx is hiring full-time and part-time retail salesclerks who share our values, and 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 customers have a pleasant shopping experience in a clean, safe, and welcoming environment.

### **Tasks may include:**

- Greet customers and find out what each customer wants or needs.
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires.
- Compute sales prices, total purchases, and receive and process cash or credit payment.
- Prepare and process merchandise for purchase.
- Answer questions regarding our organization, the store and its merchandise.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Ticket, arrange, and display merchandise to promote sales.
- Inventory stock and requisition new stock.
- Watch for and recognize security risks and thefts and know how to prevent or handle these situations.
- Maintain clean shelves, counters, tables, and merchandise.
- Maintain records related to sales.
- Bag or package purchases.
- Carry purchases to vehicles for customers who need assistance.

### **Knowledge:**

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

**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/>**