

**HUBBARD HOUSE, INC.
JOB DESCRIPTION**

POSITION TITLE: Driver Assistant/Associate

PROGRAM TITLE: Thrift Store

POSITION REPORTS DIRECTLY TO: Manager

**POSITION(S) THAT REPORT(S)
DIRECTLY TO THIS POSITION:** None

**POSITION(S) THAT REPORT(S)
INDIRECTLY TO THIS POSITION:** None

INDICATE NUMBER OF EMPLOYEES SUPERVISED: None

POSITION IS NON-EXEMPT FROM WAGE AND HOUR REQUIREMENTS.

WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:

High School Diploma or G.E.D. and six months driving experience preferred. A valid Class D license with a safe driving record required (M.V.R. report required).

JOB SUMMARY:

The Thrift Store Driver Assistant will assist the Driver with operating the Hubbard House Thrift Store truck and picking up donations as scheduled. Walking, standing, moving and lifting furniture will be routine.

PRINCIPAL JOB DUTIES:

1. Operate truck in a safe, responsible manner.
2. Load and unload donations in a safe manner.
3. Prepare receipts for all donors.
4. Greet customers and donors in a friendly, courteous manner.
5. Inspect truck for safety and mechanical deficiencies daily and report deficiencies immediately to the Manager.
6. Keep truck clean and swept at all times.
7. Accurately log and report mileage on a daily basis.
8. Provide customer service/sales support as needed.
9. Dispose of waste material at local landfill as needed.
10. Ensure compliance of safety regulations within the Agency.
11. Assume all other duties as assigned by the Manager, Assistant Manager or Warehouse Manager.
12. Perform basic on-going janitorial duties for the Outreach Center.
13. Receive and receipt incoming merchandise in a timely manner.

14. Assist in maintaining clothing racks and household goods, etc. on the sales floor and hang and tag clothing and Linens as directed by the Assistant Manager or Manager.
15. Keep warehouse clean and organized as all time
16. Ensure compliance of safety regulations within the Agency.
17. Inspect, test and sort donated merchandise.
18. Price donated merchandise in accordance with established guidelines.
19. Assume all other duties as assigned by the Assistant Manager or Manager.

KNOWLEDGE AND SKILLS:

Position requires the ability to perform routine maintenance checks on a 20 foot truck. Position also requires the knowledge and ability to drive a 20 foot truck, operate a lift gate, use material handling equipment and properly lift and carry heavy items. Individual must be able to lift at least 80 pounds. In addition, individual must possess general knowledge of Duval County.