

HUBBARD HOUSE, INC.

POSITION TITLE: Thrift Store Driver Assistant/Associate

TO APPLY

Complete an application on our website at

<https://www.hubbardhouse.org/careers>. You are welcome and encouraged to include a resume through that application process. You will **not** be considered for employment if you do not apply through our website. No phone calls.

WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:

High School Diploma or GED and six months driving experience preferred. A valid Class "E" license with a safe driving record required.

JOB SUMMARY:

The Thrift Store Driver Assistant/Associate 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. Assist driver in picking up furniture donations.
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. Keep truck clean and swept at all times.
6. Provide customer service/sales support as needed.
7. Ensure compliance of safety regulations within the Agency.
8. Assume all other duties as assigned by the Manager, Assistant Manager or Warehouse Manager.
9. Receive and receipt incoming merchandise in a timely manner.
10. 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.

11. Keep warehouse clean and organized as all time
12. Ensure compliance of safety regulations within the Agency.
13. Inspect, test and sort donated merchandise.
14. Price donated merchandise in accordance with established guidelines.
15. Assume all other duties as assigned by the Assistant Manager or Manager.

Description of Benefits for Full Time Employees

Very generous PTO policy (4 weeks off per year), increases after 3 & 7 years of service.

We honor most Federal Holiday's plus two Floating Holidays.

Medical, dental, vision, short-term & long-term disability insurances available to full time employees. Life insurance and supplemental insurances are also available to full time employees.

Tuition Reimbursement and 403B plan with matching contributions available when eligible.

EOE

From: \$10.00 per hour