

**HUBBARD HOUSE, INC.  
ASSISTANT MANAGER**

**WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

Position requires High School Diploma or GED. Associate or bachelor's degree in Business Administration, Marketing or related field is preferred. Experience in retail supervision preferred. Individual must be able to lift at least 80 pounds. A valid Class D driver's license and dependable transportation required. Vehicle insurance must be maintained. Must meet eligibility requirements for Hubbard House, Inc. vehicle insurance coverage.

**JOB SUMMARY:**

The Assistant Manager will be responsible for moving quota of goods from the warehouse to the sales floor, assisting the driver with operating the Hubbard House Thrift Store truck and perform as backup when driver is out; picking up donations as scheduled. Walking, standing, moving and lifting furniture will be routine. Assistant Manager will help Manager with paperwork as directed.

**PRINCIPAL JOB DUTIES:**

1. Responsible for merchandising material within Hubbard House policies to achieve established sales goals.
2. Cash Register: Supervise operations and closeout, make daily bank deposits, relieve cashiers during breaks. Ensure the best possible customer service.
3. Fulfill floor stock requirements and ensure quality control of merchandise.
4. Perform as backup driver for donation pickups when driver is out which includes operating truck in a safe, responsible manner; loading/unloading donations in a safe manner.
5. Assist the Manager with compliance and adherence to all Hubbard House policies and procedures.
6. Supervise activities and production of warehouse employees, volunteers and community service workers.
7. Refer exceptional personnel and operations matters to Manager.
8. Ensure compliance of safety regulations within Agency policies.
9. Recommend improvements to store operations.
10. Assume managerial tasks in absence of Manager.
11. Assist the Manager with paperwork.
12. Other duties as assigned by the Manager.

**PROBLEM SOLVING SKILLS:**

Position requires time management, organizing, planning and controlling to assist Manager in achieving sales goals and maintaining good standing in the city. Effective conflict resolution skills necessary for dealing with staff, volunteers and community

service workers.

**KNOWLEDGE AND SKILLS:**

Position requires an energetic, independent, self-motivated individual who possesses good interpersonal skills, as well as strong supervisory and organizational skills. Individual must be cooperative and tactful and relate well to all types of people.

**TO APPLY:**

Please complete our online application at <https://www.hubbardhouse.org/careers> and attach your resume. Hubbard House, Inc. is an Equal Opportunity Employer. No phone calls please.