



## Huble Homestead/Giscome Portage Heritage Society

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# JOB POSTING

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**POSITION:** Store Manager

**EMPLOYER:** Huble Homestead/Giscome Portage Heritage Society

**POSITION STATUS:** Permanent; 37.5 hrs/week

**HOURLY WAGE:** \$26.00

**ANTICIPATED START DATE:** March 2, 2026, or earlier

**COMPETITION DEADLINE:** Sunday, February 1, 2026 at 11:59 p.m.

### ABOUT HUBLE HOMESTEAD

Huble Homestead Historic Site is a restored early 20<sup>th</sup> century homestead and trading post located 40km north of Prince George in Giscome Portage Regional Park. The historic site is managed by the Huble Homestead/Giscome Portage Heritage Society, a non-profit charity formed in 1984. The historic site is open seasonally from May to October for guided tours, school programming, public events, and shopping and lunch at the General Store.

The candidate will be joining an upbeat and experienced management team and be a vital part of building a positive and collaborative summer staff sharing local history with visitors from Prince George and across the world.

### ABOUT THE POSITION

The Society is seeking an energetic and enthusiastic individual to serve as Store Manager for Huble Homestead Historic Site. The ideal candidate will be a team-player, detail-oriented, skilled at critical problem solving, have superior MS Excel skills, and be willing to work weekends and holidays.

The Store Manager is responsible for providing a wide range of administrative and hands-on tasks necessary for the operation of the historic site and the provision of services to visitors, including: managing and overseeing all store operations; shopping for food and supplies; ordering merchandise; managing and directing four summer students; managing cash, financial data, and reports; maintaining detailed inventories; providing interpretive duties to the public. The Store Manager will divide their time between the historic site, the Society's downtown office, and shopping duties.

#### Responsibilities include:

##### *General Store Management*

- Order, purchase, and deliver food, merchandise, and cleaning supplies for the General Store
- Create and maintain store displays
- Manage and oversee all consignment relations and inventory
- Conduct and supervise food preparation, and ensure food safety and cleanliness of store

##### *Historic Site Operation and Programming*

- Coordinate with other staff to ensure safe and efficient park operations
- Assist with preparation, production, and clean-up of event-related materials
- Plan special event and catering menus
- Assist with annual site set-up and take-down, and other site tasks as required

- Assist in the development, implementation, and evaluation of store and site efficiency procedures

#### *Staff Management*

- Hire, train, supervise, discipline, and evaluate summer interpretive staff in cooperation with the Program Manager
- Work with other staff to guide summer students in special projects
- Ensure all work is performed in accordance with policies and procedures
- Provide guided tours and programming as required, and coordinate with other managers and staff to execute site rental bookings

#### *Financial*

- Maintain comprehensive inventory records of store merchandise, food, and supplies
- Conduct or oversee daily store accounting
- Review financial transactions, complete weekly financial reconciliations, and compile season-end financial reports

This is a permanent position consisting of 37.5 hours per week, with a good deal of flexibility November to March. Compensation includes hourly wage beginning at \$26.00 and mileage for work related travel at \$0.61/km.

#### QUALIFICATIONS:

- 2+ years of managing staff and/or retail services
- Superior customer service abilities
- Comfortable and proficient with MS Excel basic formulas
- Close attention to detail and organization
- Excellent communication skills
- Sense of enthusiasm
- Valid BC driver's license (class five or better) and access to a motor vehicle
- Valid Food Safe and First Aid certificates
- Satisfactory criminal records check
- Willingness to work holidays and weekends

#### HOW TO APPLY

The competition deadline is Sunday, February 1 at 11:59 p.m.

Attach one document containing your cover letter and resume in an email to Krystal Leason, Executive Director at [admin@hublehomestead.ca](mailto:admin@hublehomestead.ca).

Huble Homestead/Giscome Portage Heritage Society is an equal opportunity employer.

#### MORE INFORMATION

Learn more about Huble Homestead on our website at [www.hublehomestead.ca](http://www.hublehomestead.ca)

Find us online: [Facebook.com/hublehomestead](https://www.facebook.com/hublehomestead)  
[Instagram.com/hublehomestead](https://www.instagram.com/hublehomestead)

By phone: 250-564-7033