



Assistant Project Manager: Hickam Commissary

Responsibilities

Support the Project Manager with all shelf stocking and custodial services for the Hickam Commissary located at Joint-Base Pearl Harbor-Hickam.

Comply with and abide by the Performance Work Statement (PWS) as outlined by the Hickam Commissary / DeCA.

Train and supervise shelf stocker and custodial team members.

Oversee that all safety protocols and policies are being followed.

Oversee that quality service standards are being met by all team members.

Act as Project Manager when Project Manager is absent.

Perform shelf stocking, custodial and meat custodial duties as assigned/needed.

Position reports to the Project Manager.

Must be available Sunday to Saturday between 9 am to 8 pm for daytime shift. Sunday to Saturday between 7 pm to 5 am for night shift.

Paid Federal Holidays, sick leave, and vacation after 1 year of continuous employment.

Minimum Qualifications

5+ years of retail, shelf stocking, custodial experience

Must be comfortable with working with individuals who may have disabilities.

Strong leadership, interpersonal, written, communications skills and attention to detail.

Proficient use of a smart phone and laptop computer.



Proficient in using MS Word, Excel, Outlook, and web-based software.

Must be comfortable with both administrative, shelf stocking and custodial duties.

Must be able to pass military background check, physical and drug test.

Must be able to provide verification of, or obtain, COVID-19 Vaccine

Hawaii driver's license and vehicle (when driving for work related business mileage will be reimbursed according to the current IRS regulations).

Salary Range

\$50,000 + depending on experience and qualifications

Health and Welfare benefit of an additional \$1.63 to \$4.23 per hour paid toward a retirement account

Medical & Dental coverage

Paid sick leave, holidays, and vacation