



## **Warehouse Assistant/Delivery Driver – Job Description**

**Position Title:** Warehouse Assistant/Driver

**Status:** Part-time, hourly

**Supervises:** None

**Supervised by:** Program Manager

### **Job Summary:**

The Cincinnati Community ToolBank is looking for a driven individual to support delivery within its Tool Lending Program. This position requires loading, unloading, driving and executing transportation plans for delivery and pick up of tool orders & donated items. This position will also assist within warehouse with processing and organizing items.

### Essential Functions:

#### Pick-up and Delivery

- Safely drive 14' box truck to pick-up and delivery locations
- Load and unload tools, equipment and other donated items, safely securing items for transport
- Complete and return all paperwork
- Fuel truck as needed
- Perform routine inspection and preventive maintenance on assigned equipment and refer defects or repairs to supervisor; clean equipment.
- Possess thorough knowledge of traffic laws and be adept at defensive driving.
- Plan the delivery or pick up route to insure most economical use of time and equipment.

#### Warehouse

- Organize donations in warehouse
- Assess quality of donations to determine if they are acceptable for donation
- Assist with assessing retail tool values
- Break up unusable donations for disposal or recycling
- Assist with conducting physical inventory counts
- Clean the facility as needed
- Other duties as assigned by supervisor

#### Customer Service/Internal Communications

- Positive and polite interactions with member agencies, volunteers and donors
- Communicate with internal staff on schedule and warehouse needs
- Work as a team to fulfill the mission of the organization

#### Skills and Specialized Knowledge:

- Knowledge of Greater Cincinnati area and ability to follow GPS directions
- Knowledge of tools and equipment is preferred
- Good customer service skills
- Ability to work as a team player in a fast-paced environment
- Good organizational ability



- Computer literacy and ability to learn POS software
- Effective communication skills

Education/Experience:

- High school diploma or GED
- Valid driver's license with satisfactory driving record
- Must pass a DOT physical and drug test
- Experience driving a straight truck, no CDL required

Physical & Mental Demands:

While performing the duties of this job, the employee:

- is regularly required to sit, talk, hear, stand, file, speak, write, type, and see
- will compare, decide, direct, problem solve, analyze, negotiate, and interpret
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately.
- is required to use hands for typing, simple grasping and fine manipulations
- is regularly required to bend, squat, climb and reach
- must have the ability to lift, carry, push or pull weights up to 80 pounds
- is involved in activities around moving machinery, exposure to marked changes in temperature and humidity, exposure to dust, fumes and gases