

Warehouse Assistant / Delivery Driver

Position Title: Warehouse Assistant / Delivery Driver

Status: Part-time, hourly

Reports to: Program Manager

Job Summary:

The Cincinnati Community ToolBank is seeking a reliable and motivated individual to support its Tool Lending Program by delivering tool orders and processing warehouse inventory. This role involves safely driving a box truck, loading and unloading equipment, and assisting with warehouse organization and maintenance. The ideal candidate will be customer service-oriented, organized, and comfortable working independently and as part of a team.

Essential Functions:

Pick-Up and Delivery

- Safely drive a 14' box truck to and from pick-up and delivery locations
- Load and unload tools, equipment, and donated items; ensure all items are secured for transport
- Complete and return delivery paperwork and maintain accurate records
- Fuel the truck as needed and report any maintenance needs
- Perform routine inspections and preventive maintenance on assigned vehicle and equipment; report any defects to supervisor
- Maintain a strong knowledge of traffic laws and practice defensive driving techniques
- Plan and optimize routes for efficiency and timely service

Warehouse Operations

- Assist with pulling and preparing tool orders for delivery or customer pick-up
- Conduct physical inventory counts and assist with cycle counts as directed
- Keep warehouse space clean, organized, and safe
- Receive and sort donated tools and materials; assess value and usability
- Dispose of or recycle unusable donations per organizational guidelines
- Assist in maintaining accurate inventory records
- Support additional warehouse tasks as assigned by supervisor

Customer Service & Internal Communication

- Provide friendly, helpful service to member agencies, donors, and volunteers
 - Communicate effectively with internal staff regarding scheduling, warehouse needs, and delivery updates
 - Represent the ToolBank positively in the community
 - Participate in organizational events as scheduled
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Skills and Specialized Knowledge:

- Familiarity with the Greater Cincinnati area and ability to follow GPS directions
- Basic knowledge of tools and equipment (preferred but not required)
- Strong customer service and interpersonal skills
- Ability to manage time effectively and work independently
- Ability to collaborate and contribute in a fast-paced, team-oriented environment

- Strong organizational skills and attention to detail
 - Basic computer literacy and willingness to learn point-of-sale (POS) software and inventory systems
 - Clear and effective communication skills (written and verbal)
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Education & Experience:

- High school diploma or GED required
 - Valid driver's license with satisfactory driving record required
 - Must pass DOT physical and drug test
 - Prior experience driving a straight truck or box truck (14' or similar); CDL not required
 - Prior warehouse or delivery experience is a plus
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Physical & Mental Demands:

While performing the duties of this job, the employee:

- Is regularly required to sit, talk, hear, stand, walk, write, type, and see
- Will perform tasks involving problem-solving, decision-making, analysis, and interpretation
- Must possess adequate vision and hearing, with or without accommodations
- Uses hands for grasping, fine manipulation, and typing
- Regularly bends, squats, climbs, and reaches
- Must be able to lift, carry, push, or pull weights up to 80 pounds
- Will work in an environment with moving machinery, fluctuating temperatures and humidity, and exposure to dust, fumes, and gases

Apply Today!

If you're ready to get your hands dirty for a good cause, we want to hear from you. Send your resume or a short statement of interest to kat.pepmeyer@toolbank.org.