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

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)

**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

**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**.