

POSITION DESCRIPTION

POSITION: Operations Assistant
STATUS: Part-Time, Non-Exempt (approximately 20 hours per week)
SUPERVISOR: Executive Director

LOCATION: Keep Toledo/Lucas County Beautiful, Inc. (KT/LCB)
1011 Matzinger Rd
Toledo, OH 43612

CLOSING DATE: Open until Filled - Interviews will begin March 2nd 2026

SALARY: \$18 to \$21 per hour

Keep Toledo/Lucas County Beautiful is an Equal Opportunity, At Will Employer

GENERAL SUMMARY

The Operations Assistant supports the day-to-day field and warehouse operations that make Keep Toledo/Lucas County Beautiful programs successful. This position is responsible for delivering and retrieving recycling and composting equipment, managing and processing hard-to-recycle materials (such as boat wrap, campaign signs, and greenhouse containers), preparing and fulfilling supply orders for community programs, and supporting staff and volunteers in delivering high-quality litter, recycling, composting, and tree planting initiatives throughout Toledo and Lucas County. This role is hands-on and physical, regularly involving warehouse work, loading/unloading, outdoor work in all seasons, and direct interaction with volunteers and the public.

Keep Toledo/Lucas County Beautiful is dedicated to building cleaner, greener, and more vibrant neighborhoods through environmental education, litter prevention, waste reduction, improved recycling, tree plantings, public art, and strong community partnerships. As a nonprofit 501(c)(3) and an affiliate of Keep America Beautiful, we work alongside residents, schools, businesses, and local governments to create visible, lasting improvements that strengthen neighborhood pride.

ESSENTIAL JOB FUNCTIONS

- The Operations Assistant delivers, sets up, retrieves, and maintains program equipment and supplies, including recycling and composting bins, signage, totes, and related materials for events, workshops, and community programs.
- The Operations Assistant helps manage Keep Toledo/Lucas County Beautiful hard-to-recycle initiatives by coordinating collection logistics, preparing materials, sorting and consolidating items in the warehouse, and maintaining clean, safe staging and storage areas. This includes manual sorting and preparation of hard-to-recycle materials, which may be dusty/dirty, and may require the safe use of knives and other sharp hand tools.
- This position fulfills orders for litter cleanup supplies and trash/recycling boxes. This may include loading and delivering requested items accurately and on schedule while providing excellent customer service to community partners.
- The Operations Assistant supports field operations for litter cleanups, tree plantings, and event-based recycling and composting services by loading/unloading equipment, setting up sites, overseeing volunteers, providing basic safety guidance, troubleshooting operational issues in real time, and ensuring materials and tools are properly accounted for at the end of an event.

- The Operations Assistant assists with tree pickup and delivery operations and supports tree planting logistics, including volunteer coordination support and the physical handling of trees and related materials.
- The Operations Assistant may be responsible for working events independently, including managing recycling and composting, coordinating volunteers, and representing Keep Toledo/Lucas County Beautiful in a professional, service-oriented manner.

ADDITIONAL JOB FUNCTIONS

- The Operations Assistant assists with basic inventory tracking for program supplies, equipment, and hard-to-recycle materials and communicates needs or shortages to the Executive Director in a timely manner.
- The Operations Assistant supports routine equipment upkeep, including cleaning, organizing, and reporting maintenance needs, and helps maintain a safe and efficient warehouse environment.
- The Operations Assistant may assist with event tabling by interacting with the public, distributing educational information, and answering basic questions about Keep Toledo/Lucas County Beautiful programs.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- The Operations Assistant must:
 - Have a valid driver's license with driving privileges in the State of Ohio and an insurable driving record.
 - Be comfortable operating a truck and towing a trailer.
 - Be able to pass a background check.
 - Demonstrate reliability, strong organization, and the ability to manage multiple tasks while working independently and as part of a small team.
 - Be comfortable working in a warehouse environment and outdoors in all seasons and weather conditions.
- The Operations Assistant will regularly have evening and weekend work based on program needs.
- Keep Toledo/Lucas County Beautiful will provide a vehicle for most work-related driving; however, the Operations Assistant may be required to drive their personal vehicle on occasion for work purposes. Mileage reimbursement will be provided in accordance with Keep Toledo/Lucas County Beautiful policy.
- Prior experience with logistics, operations, warehouse work, volunteer coordination, event support, towing, or customer service is preferred.

STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Physical Requirements: Must be physically able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently, and/or up to twenty-five pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
 - Work involves reaching, stooping, kneeling, standing and walking for periods of time.
 - Must be able to lift and/or carry weights of up to sixty-five pounds.
- Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving information and instructions from a supervisor and/or other staff. Includes giving instructions / safety instructions to volunteers.
 - Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to fill out reports and enter data on spreadsheets. Must be able to speak before groups with poise, voice control, and confidence.
 - Verbal Aptitude: Requires the ability to deliver information and to follow verbal

and written instructions.

- Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. Must be adaptable to performing under levels of stress when confronted with an emergency.

PERFORMANCE INDICATOR

Quality of Work: Maintains high standards of accuracy, safety, and professionalism in deliveries, event operations, warehouse work, and volunteer oversight. Exercises immediate remedial action to correct any quality deficiencies that occur. Maintains high quality communication and interaction with co-workers, volunteers, community partners, and the public.

Quantity of Work: Performs identified specific duties and responsibilities efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, Keep Toledo/Lucas County Beautiful policy, standards, and prescribed procedures.

Attendance: Attends and remains at work regularly and adheres to Keep Toledo/Lucas County Beautiful policies and procedures regarding absences and tardiness. Provides adequate notice to management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems / situations before exercising judgment.

Planning: Plans, directs, and uses information effectively in order to enhance activities. Knows and understands the expectations of Keep Toledo/Lucas County Beautiful and works to see that these expectations are met. Within constraints of organizational policy, formulates appropriate strategy and tactics for achieving objectives.

Leading: Provides a work environment which encourages clear and open communications. Exercises enthusiasm in influencing and guiding others toward the achievement of Keep Toledo/Lucas County Beautiful mission and goals.

Creativity: Regularly seeks new and improved methodologies, policies, and procedures for enhancing the effectiveness of mission fulfillment.

Applicants must submit a cover letter and resume. References may be requested prior to a final interview. Remit to:

Adam Cassi – Executive Director
Keep Toledo/Lucas County Beautiful
acassi@ktlcb.org

For mailed copies, use:
1011 Matzinger Road
Toledo, OH 43612