



# Example of Tool Crib Attendant Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is hiring for a tool crib attendant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for tool crib attendant

- Responsible for maintaining hangar access and temporary Hangar Access Badges
- Move tools, dies, between departments, cribs and storage areas
- Responsible for all tool crib activities within assigned cribs
- Work closely with supervision, production foreman, manufacturing personnel and other responsible departments concerning lost or misplaced tools, availability of new tooling and other problems affecting operation of cribs
- As necessary participate in re-arrangement of crib layouts
- Prepare list of supplies or obsolete tools for inactive or dead storage
- Investigate and resolve problems affecting group of supplies or obsolete tools for inactive or dead storage
- Investigate and resolve problems affecting tool crib activities
- Perform related or similar duties as directed
- As required segregate waste material and follow good housekeeping practices to maintain cleanliness of assigned areas and comply with all EH&S procedures

## Qualifications for tool crib attendant

- Unloads trucks as they arrive with materials, if receiving personnel are not available
- Identifies purchase order number on computer and marks or tags materials with Talley part number and bar code label
- Sets up stock location for new parts not previously stocked

- Uses computer terminal to record amounts of materials or items received or distributed, thus maintaining inventory records
- Participates in periodic cycle counts