



Example of Tool Crib Attendant Job Description

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Our company is growing rapidly and is looking to fill the role of tool crib attendant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for tool crib attendant

- Respond to expedited requests and coordinate materials for delivery to users as required
- Weekly cycle count of 1 to 2 rows of stock and adjust in Wasp as needed
- Monitor and determine over usage of items during their shift through visual or utilization of Wasp system or both as needed and report to supervisor
- Receive, enter and tag inventory daily
- Perform special projects as needed for continuous improvement of crib
- Relay special projects or issues to 1st shift as needed
- Daily repair of tools and welding leads
- Clean as needed
- Unlock overhead and man door at start of shift on Sunday
- Tend a variety of machines in cells, including start up and running

Qualifications for tool crib attendant

- Must be able to regularly lift 50 pounds
- Must have basic computer skills, including knowledge of MS Office
- Must be able to interact with vendors effectively
- Able to exert 20-50 lbs of force frequently
- Have a minimum of 6 months on the job forklift experience
- High School Diploma or equivalent (GED) and 2 years relevant experience