



Example of Tool Crib Attendant Job Description

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Our growing company is hiring for a tool crib attendant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for tool crib attendant

- Work from detailed set-up sheets and drawings
- Load/unload parts and run designated quantify for production run
- Correctly fill out production paperwork and mark parts as required
- Follow all Standard Operating Procedures, ISO 9001 policies and procedures, and Safety rules/policies/procedures
- Meet production rates and have an acceptable scrap and attendance record
- Current forklift license or ability to obtain forklift license
- Issue tools and equipment to workers and maintain records, following established procedures and controls, of tools and equipment issued and returned
- Visually check returned tools
- Locate lost or misplaced tools and equipment
- Perform periodic inventory of tools and equipment

Qualifications for tool crib attendant

- Production and/or warehousing/shipping or relevant experience in a manufacturing environment preferred
- Must have current PC/software proficiency including Microsoft Office (Word, Excel, PowerPoint, Access & Outlook)
- Familiar with equipment, materials, methods and practices used in the production process
- Minimum 2-year job related experience in a manufacturing environment

- Minimum 2-year job related experience in a purchasing environment preferred
- High School diploma and 4 years additional experience or AA degree