



# Example of Tool Crib Attendant Job Description

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Our innovative and growing 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

- Inspect and measure tools and equipment for defects and wear and reports damage or wear to supervisors
- Perform simple repairs and adjustments, and lubricate tools and equipment
- Deliver tools or equipment to workers
- Mark and identify tools and equipment
- Maintain tool crib
- Accurately perform Daily Tooling Audits assigned by the Tooling Lead or designee in a timely manner
- Verify all tools, tool kits and test equipment are complete and in serviceable condition prior to being issued out prior to being placed back in the assigned location
- Verify that any tool or test equipment requiring caps and plugs are in place prior to locating back in the assigned location
- Verify that any calibrated tool being issued out and returning has a legible sticker in place and that it is within a serviceable date
- Verify calibration and serviceability of tools prior to issuing out

## Qualifications for tool crib attendant

- Ability to work efficiently within a team or independently on a regular basis
- Must have an active Secret DoD clearance with ability to maintain that clearance
- 3 years working in positions requiring customer service, and 3-4 years of experience leading teams, preferred

- Receive, unpack, and store incoming tools and equipment
- Assist Tool Support with routing tools out for calibration and repair when requested