



Example of Tool Crib Attendant Job Description

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Our innovative and growing company is searching for experienced candidates for the position 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

- Candidate will work at a customer site manage the inventory of specialty cutting tools
- Ensure that the minimum supplies are kept on hand by physically counting supplies and comparing to the minimum supply list
- Ensure timely processing of all purchase orders, receiving, placing orders
- Maintains inventory and other stock records using computer terminal
- Receives, stores, orders, and issues tools, materials, and supplies
- Assists Tool Crib Lead with other duties, as needed or assigned
- Receive, record, identify, store, locate, and issue a variety of tools, parts and supplies
- Receive tools and supplies from Tool Room, outside purchase and Shannon
- Etch part numbers on new tools using etching equipment listed above
- Verify tools for proper dimensions and description per prints, receiving tickets and system descriptions

Qualifications for tool crib attendant

- Previous experience working in heavy maintenance environment preferred
- Knowledge of aerospace industry helpful
- Previous experience working in a manufacturing environment required - any specific experience with or knowledge of CNC tooling a plus, but not required

- Requires 1 year material and inventory control experience in a manufacturing environment, preferably aerospace