



## Tool Crib Attendant

### Job Scope

As a Tool Crib Attendant, under the direction of an assigned supervisor, receive, store, and issue tools and equipment; may conduct routine ordering, procurement, and delivery activities.

### Responsibilities

- Issue tools and equipment to workers and maintain records of tools and equipment issued and returned using our company software.  
Prepare periodic inventory or maintain a perpetual inventory of tools and equipment.  
Maintain and monitor tooling inventory using tool management software (TMS)  
Pre-set cutting tools, sister tools, etc. using Zoller Presetter and various tool setting equipment.  
Perform sharpening/modification of cutting tools using cutter grinding equipment.  
Inspect and measure tools and equipment for defects and wear and report damage or wear to supervisors.  
Repair, service, set, and lubricate tools and equipment.  
Obtain quotes from vendors. Place purchasing requests in SAP based on quotes received from vendors  
Receive, unpack, and store incoming tools and equipment and requisition stock to replenish inventory.  
Mark and identify tools and equipment.

### Requirements

- 5 years of experience working in a manufacturing environment requiring tooling for metal cutting operations in CNC and manual turning, milling, grinding, and various other equipment.  
High school diploma or general education degree (GED)  
Must be able to communicate effectively in English (speak, read, and comprehend instructions and write short correspondence). Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.  
Ability to read and interpret blueprints.  
Ability to add, subtract, multiply, and divide, apply geometry and trigonometry. Ability to perform these operations using English and Metric units of measure or currency, as well as converting between the two  
Computer Skills: Intermediate-level computer skills required. Proficient use of email, Microsoft Word, and Excel. Experience with SAP and Zoller TMS software is helpful.  
While performing the duties of this job, the employee is frequently required to stand, walk, hear, speak, view processes and the surrounding environment, and occasionally lift and/or move up to 50 lbs; Some overhead lifting up to 25 lbs.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.