



Job Title: TOOL CRIB ATTENDENT

JOB SUMMARY

Responsible for supporting production personnel for tool set up. Insuring efficient manufacturing aimed at maximizing customer service.

REPORTING TO:

Director of Operations

ESSENTIAL JOB FUNCTIONS:

- Receives, stores and issues machine tools, fixtures, materials and equipment in production areas.
- Issues required tools, gaging and fixtures in accordance with work order requirements, maintains records of tools and equipment issued from inventory, and restocks returned tools using computer system.
- Maintains cleanliness of work area and supplies
- Set up and identify tools using digital micrometer and calipers
- Maintains tool crib in an organized, orderly manner. Keep track of tools, fixtures and purchasing records.
- Research new tooling.
- Inspect all tools and supplies to work order specification.
- Maintain proper computer inventory levels in tool crib.
- Receives, unpacks and stores incoming tools and equipment and requisitions stock to replenish inventory.
- May deliver tools or equipment to work areas.
- May mark and identify tools and equipment.
- Maintains tools in “ready for use” condition. Repairs, replaces or re-sharpens tools as required.
- Complies with requirements of applicable quality system in areas of responsibility.

SKILLS and ABILITIES

Excellent interpersonal and communication skills.

Problem Solving/Analysis. Provide solutions to manufacturing personnel.

Comprehensive understating of tools and manufacturing processes.

EDUCATION and EXPERIENCE

Two to three years or more experience in manufacturing environment. Certificate and/or Associate Degree in Machine and Manufacturing Technology or technical course of studies preferred.

Computer literate, Microsoft Office applications and ERP system.