JOB TITLE: TOOL CRIB ATTENDANT

DEPARTMENT: MACHINING
REPORTS TO: MACHINE SHOP SUPERVISOR

DESCRIPTION: *One or more of the following tasks may be assigned:*

Performs all Class 'C' Machine Operator tasks
Determines tooling needs for machine set-up
Required to read and understand Set-Up Sheets and understand how parts are to be run through production
Understanding of basic Machine Shop language and/or terms
Read and comprehend Basic Blue Prints
Support the tooling needs of all Operators
Sets tools
Produce special tools
Help ensure proper tools are used
Keep track of tools used for reorder purposes
Maintains the database for fixtures and special tools
Deliver tools to various machines to improve workflow of jobs

SKILLS REQUIRED:

Basic computer use
Read and write English
Basic Math (Add, Subtract, Multiply, Divide)

EXPERIENCE REQUIRED:

On-The-Job Training as appropriate

TRAINING REQUIRED:

None. (Training provided on the job)

EDUCATION REQUIRED:

HS Diploma or GED

APPROVED:	APPROVAL DATE
M. Greene	**04/19/17**

Proprietary Information. May not be copied without permission