

SCI-Arc FABRICATION SHOP

JOB TITLE:

TOOL CAGE ATTENDANT

JOB DESCRIPTION:

Under the direction of the Fabrication Shop Manager and Shop Staff, the Tool Cage Attendant will be responsible for the following duties:

- Assure proper circulation and tracking of all Tool Cage items
- Assist with Tool Cage inventory/stocking
- Collecting fees/fines
- High competency with Tool-Tracking software (including adding/deleting assets)
- Maintenance of all Tool Cage items and facility
- Strict enforcement of all Shop policies and protocols
- To dress appropriately for work environment
- Other duties, as assigned

Tool Cage Attendant candidates should have the following qualifications:

- Proficient in the use of Microsoft Office Suite (particularly Excel) and Adobe Illustrator
- Ability to identify common Tool Cage items using proper terminology
- Basic experience with all common Tool Cage items
- Ability to explain the safe and proper use of all common Tool Cage items to students with little-to-no experience
- Strong organizational skills
- Ability to lift and maneuver (with assistance) up to 50lbs
- Willingness to work in a dusty/dirty environment using proper protective equipment

Note: Training will be provided to augment candidate's existing skills

Tool Cage Attendant candidates should possess the following qualities:

- Strong work ethic
- Reliability
- Punctuality
- Patience
- Attention to detail

DURATION OF ASSIGNMENT:

FALL TERM

PAY-RATE:

\$12.00/HR

HOURS EXPECTED TO WORK:

4-10 HRS/WEEK MIN

NUMBER of POSITIONS:

3-6

PAY-TYPE:

WORK-STUDY PROGRAM

SUPERVISING DEPARTMENT:

FABRICATION SHOP

PHONE NUMBER:

APPLY IN PERSON

CONTACT:

FABRICATION SHOP MANAGER (LOCATED IN THE MAGIC BOX)

INSTRUCTIONS:

Please apply in person with the Fabrication Shop Manager (located in the Magic Box)
Monday-Friday, between 9am-4pm