

Work Study Job

Job Title:	Student Toolroom Attendant	Department:	Workforce Instruction, Skilled Trades
Hourly Rate:	\$21.30	Supervisor:	Ferdinand Orbino

Job Description

Role and Responsibilities

The primary responsibility of the student toolroom attendant is to issue and collect tooling to students in the shop. Additional duties include but are not limited to:

Regular tooling inspection/repair
Checking parts/stock/inventory needs and documenting order requests
Preparing project materials for instructors upon request
Assisting in lab if requested and enforcing shop safety guidelines
General shop maintenance and cleaning
Emergency eyewash, shower and waste area inspections
Proctoring tests (if holding matching certificate rating)
Implement and maintain accurate inventory management and controls
Special projects as assigned

Educational Benefits

Gain hands-on experience in a technical shop environment.
Develop inventory management and tool control skills.
Learn and apply workplace safety standards and OSHA best practices.
Build organizational, time management, and multitasking skills.
Strengthen customer service and communication skills while assisting students and faculty.
Gain experience working with inventory tracking systems and documentation.
Develop problem-solving and critical thinking skills through daily shop operations.
Learn preventative maintenance and basic tool inspection techniques.
Develop transferable skills that are valuable across a wide range of technical and professional careers.

Preferred Skills

Strong attention to detail and accuracy.
Excellent organizational and time management skills.
Ability to communicate professionally with students, faculty, and staff.
Basic knowledge of hand tools, power tools, or shop equipment.
Ability to follow written and verbal instructions.
Commitment to maintaining a safe and clean work environment.
Basic computer skills, including Microsoft Office and/or inventory management software.
Ability to work independently and as part of a team.
Dependable, punctual, and responsible.
Strong problem-solving skills and willingness to learn new tasks.
Ability to lift and move materials and equipment as needed (within job requirements).

Applications Accepted By:

Email:

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