

**Tool Room Attendant
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=144381>

Downloaded On: Sep. 28, 2020 5:34pm

Posted Jul. 9, 2020, set to expire Nov. 5, 2020

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| Job Title | Tool Room Attendant |
| Department | District Wide |
| Institution | San Diego Community College District San Diego, California |
| Date Posted | Jul. 9, 2020 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Administrative Support/Services Educational Services |
| Apply Online Here | https://apptrkr.com/1952870 |
| Apply By Email | |
| Job Description | |

Tool Room Attendant

San Diego Community College District

Closing Date:

Position Number:

Location: District Wide

Position Type:

The Position:

Tool Room Attendant San Diego Community College District

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Under the direction of an assigned supervisor, receive, store, and issue tools and equipment; may conduct routine ordering, procurement, and delivery activities.

Click

[url=https://apptrkr.com/get_redirect.php?id=1952870&targetURL=https://www.sdccd.edu/docs/HumanResources/Non-Classified/ToolRoomAttendant.pdf]here for description

If you would like to open the link in a different tab or window, right click and select the option.

Major Responsibilities:

TYPICAL DUTIES INCLUDE:

Issue, receive, and store items in an orderly and accessible manner.

Examine and inspect items for wear or defects.

Maintain inventory of tools and equipment.

Pick up and deliver items to and from departments.

Participate in purchasing and repair of tools and equipment.

Explain relevant policies, procedures, and practices.

Maintain files and records.

Qualifications:

Knowledge of storekeeping methods and practices, inventory and quality control, specialized terminology and procedures of assigned area, operation and use of computers and basic software applications necessary for area of specialty, and record-keeping techniques. Ability to apply rules, regulations, and safety practices related to the use and operation of tools and equipment, maintain accurate and timely records, understand and follow oral and written directions, establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

Desired Qualifications:

Licenses:

Pay Information:

Click

[url=<https://www.sdccd.edu/docs/HumanResources/employee%20relations/Salary%20Schedules/2020%20NA>]



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for the hourly pay rate.

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All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

District Wide

San Diego Community College District

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