TOYOTA
TRINIDAD AND TOBAGO LIMITED

TOOL ROOM CUSTODIAN
BARATARIA BRANCH

The Tool Room Custodian is responsible for ensuring the Workshop equipment is distributed in accordance with service procedures and is returned at the end of the day in good order. The incumbent must be able to record and manage stock levels for operational efficiency.

MAIN TASKS

- Maintain the Special Service Tools log for Technicians to sign for receiving and returning all equipment.
- Provide monthly report of all consumables stock level and usage every month.
- Ensure all missing, damaged tools, repair manuals and SSTs are reported to the Workshop Manager.
- Ensure stock levels are maintained and all PPE consumables, for example lubricants.
- Conduct weekly tools check on Technicians tool kit and report any discrepancies to the Workshop Manager.
- Make sure all Manuals and equipment are maintained in good and satisfactory order.
- Conduct maintenance check on equipment is carried out every month using the service check list.
- Ensure all Service Bulletins, Technical Bulletins and Technical Information are bind in folders according to date, vehicle model and year.
- Compliance with Toyota 5s rules to daily operation and housekeeping.
- Any other related duties that may be assigned.

EDUCATION & QUALIFICATIONS

- 5 CXC O' Level inclusive of English.
- Experience in the Automotive Industry would be an asset.
- Must be proficient in the use of Microsoft Office.

HOW TO APPLY

Applications can be sent to **careers@toyota-trinidad.com** by **November 2, 2026.**