Title: Vending Route Worker 2

Pay Scale Group: 07

Essential Function

Under general supervision from a designated supervisor, maintain physical inventory of products, coordinate installation and removal of beverage vending machines and select products; act as lead worker.

Characteristic Duties

1. Maintain physical inventory of products received and sold; inventory of products in warehouse, trucks and beverage vending machines on campus.
2. Determine daily quantity of products to be stocked in machines.
3. Transport and stock assigned vending machine with required product.
4. Collect cash from machines as required and turn in for reconciliation.
5. Insure vending machines are online and properly reporting Bearcat Card sales.
6. Resolve user complaints, return refunds and handle emergency calls.
7. Complete required daily reports.
9. Responsible for procurement of vending equipment and supplies.
10. Meet with vendors to select products, analyze sales trends, eliminate slow selling products and introduce new products.
11. Act as lead worker.
12. Perform related duties based on departmental need.

Minimum Qualifications

- High school diploma or GED equivalent. Must have at least two (2) years related work experience. Current driver’s license and able to be bonded. Must be able to lift up to 70 pounds and demonstrate full range of motion for reaching, bending and stooping. Department may administer a periodic work related polygraph test.

New: May 2012
Last updated:

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