UNIVERSITY OF SOUTHERN CALIFORNIA

Vending Specialist (Union Only)

Job Code: 143152

Grade: 04
OT Eligible: Yes
Comp Approval: 3/12/2004

JOB SUMMARY:
Maintains vending machine equipment including proper stocking and storing of merchandise, inventory control, collection of all sales and monies, and cleanliness and upkeep of equipment. Transports all products utilizing designated vehicle in order to stock vending machines and maintain vending equipment. Provides customer service as directed.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Provides customer services to faculty, staff, students and guests.
______ Receives product and/or merchandise from designated storeroom(s).
______ Maintains vending machines and vehicles. Ensures vending machines and vehicles are cleaned and repaired as needed.
______ Maintains organization of storage areas and vehicles. Stocks and maintains all supplies and food items in vending machines. Uses designated vehicle to transport stock to vending machines. Prepares daily inventory and sales reports.
______ Collects and totals money from vending machines. Collaborates with manager in reconciling deposits.
______ Assists in identifying product needs. Places product orders through manager.
______ Adheres to department service standards and to all health, safety and University rules and regulations.
______ Complies with standard food handling and sanitation procedures.
______ Attends and participates in meetings as required.

Perform other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No ☐ Yes
In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
High School or equivalent
Combined experience/education as substitute for minimum education

Minimum Experience:
1 Year

Minimum Field of Expertise:
Demonstrated customer service experience. Inventory control, maintenance, and truck driving (supply transport) experience. Experience in working in a fast paced environment. Ability to effectively communicate in English. Ability to lift up to 50 pounds. Ability to drive a truck. Demonstrated interpersonal skills.

Preferred Experience:
2 Years

Preferred Field of Expertise:
One year in food service operation with a vending program.

Skills: Other:
Communication -- written and oral skills

Skills: Machine:
Calculator
Computer Network (Department or School)
Personal Computer

Skills: Trade/Auxiliary:
Compute totals
Handle and move objects
Handle cash
Maintain inventories
Maintain records, logs, etc.
Maintain stock
Read, write, and follow verbal instructions
Serve customers
Understand and apply policies and procedures
Use basic mathematics to solve problems

Supervises: Level:
May oversee student, temporary and/or casual workers.

Comments:
Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Valid California State Class B Driver’s License is required. Must successfully complete the ServSafe® program.

SIGNATURES:
Employee: ___________________________  Date: ___________________________

Supervisor: ___________________________  Date: ___________________________
The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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