



POSITION DESCRIPTION

Vending Services Technician

Position Vending Services Technician

Department/Site

FLSA Non-Exempt

Evaluated by

Salary Range 27

Summary

Services and stocks coin operated vending machines. Maintains cleanliness of equipment. Maintains accurate service and inventory records. Performs set up and repairs on mechanical and computerized vending machines.

Essential Duties and Responsibilities

- Services and stocks coin operated product vending machines. Monitors shelf life and sales of products to minimize spoilage losses.
- Collects, secures, and transports funds removed from serviced vending machines.
- Maintains accurate records of inventory and product movement to machine inventory.
- Resolves customer issues concerning vending products and machine malfunctions. Performs comprehensive electrical and mechanical maintenance and repair of coin and dollar bill operated vending machines.
- Maintains current records of maintenance and repairs performed.
- Maintains inventory of spare parts and tools. Recommends relocation of machines and machine replacement.
- May lead, guide, and train staff/student employees, interns, and/or volunteers.
- Performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires working knowledge of the operation characteristics of food vending equipment, machines, including service needs.
- Requires knowledge of food handling requirements for perishable and refrigerated items.
- Requires knowledge of recordkeeping to receive and accurately count funds received from vending machines.
- Requires basic knowledge of institutional food service.
- Requires knowledge of food receiving, inventory, and preservation needs.
- Requires sufficient math skills to add and balance cash.
- Requires sufficient human relations skill to work with customers and food service team members.

- Abilities

- Requires the ability to carry out the responsibilities of the position.
- Requires the ability to replenish stock and perform servicing of coin operating vending machines. Requires the ability to count and record receipts.
- Requires to plan and schedule machine replenishment to minimize waste and maximize food offerings.



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Physical Abilities

- Requires the ability to function indoors and outdoors performing work of an active nature.
- Requires sufficient ambulatory ability to stand and walk for extended distances.
- Requires strength to lift, push, pull, and place medium weight items (under 50 pounds) onto shelves on a sustained basis.
- Requires sufficient hand-eye coordination to operate office equipment, a light duty delivery vehicle.
- Requires sufficient visual acuity to recognize people, machine characteristics, and printed material.
- Requires auditory ability to carry on conversations in person.

Education and Experience

- A high school diploma, or the equivalent, and two years of vending machine or mechanical equipment repair.

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed indoors and outdoors where some safety considerations exist from physical labor.