

VISTA UNIFIED SCHOOL DISTRICT

CLASS TITLE: VENDING OPERATIONS SPECIALIST

June 2005

BASIC FUNCTION:

Under the direction of the Director of Child Nutrition Services, perform a variety of vending operation duties at assigned district location(s); order, receive, and stock product, perform basic maintenance and repair of machines, and collect and deposit money.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are assigned to a site or a combination of sites throughout the District. The primary responsibility of the classification is to keep the machines operating at all times, filled with approved products and maintained in a clean and orderly manner.

EXAMPLE OF DUTIES:

Stock and clean vending machines as needed. E

Estimate food and beverage needs. E

Place orders, receive and stock products. E

Maintain equipment used to accomplish vending duties. E

Troubleshoot and perform basic maintenance and repair of enclosures and vending machines. E

Set vending machines so as to dispense a variety of products. E

Retrieve money and deposit funds. E

Clean and service the machine enclosures and surrounding area. E

Perform related duties as assigned.

ABILITY TO:

Establish and maintain effective working relationships with others contacted in the course of work.

Operate a variety of vending machines.

Adjust, maintain and perform basic repair of vending machines, electronic doors, and machine enclosures.

Clean and load vending machines, in accordance with established procedures.

Remove money from machines.

Perform basic math computations.

Fill out deposit slips.

Read, interpret and follow technical instructions from manuals related to operating enclosures and vending machines.

Understand and carry out oral and written instructions.

Remove graffiti properly without damaging the enclosures or machines.

KNOWLEDGE OF:

Safe food handling procedures.

Basic math

Vending machines and enclosures and how they operate and how to set them for the proper dispensing of products

Basic record keeping methods and procedures

Cleaning agents to properly maintain machines and enclosures

Principles associated with estimating food needs and ordering of goods and supplies

Defensive driving techniques

PHYSICAL ABILITIES:

Standing for extended periods of time.

Lifting and carrying heavy objects weighing up to fifty (50) pounds.

Constant bending, lifting, squatting, reaching, and twisting.

Pushing and pulling carts loaded with heavy items.

WORKING CONDITIONS:

Work independently, primarily in an outdoor environment; subject to constant lifting, bending, twisting, squatting, reaching. May drive a district vehicle to different sites. May drive a golf cart around a campus.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and experience stocking, maintaining, and repairing vending machines as well as maintaining an inventory of products.

CERTIFICATION/LICENSE:

Valid California Class C driver's license

Food handlers permit (must be obtained within 30 days of hire)