UNIVERSITY OF SOUTHERN CALIFORNIA
Vending Specialist (Union Only)
Job Code: 143152

OT Eligible: Yes
Comp Approval: 5/25/2011

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:

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<th>E/M/NA</th>
<th>% TIME</th>
<th>Activity</th>
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<td>Provides customer services to faculty, staff, students and guests.</td>
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<td>Receives product and/or merchandise from designated storeroom(s).</td>
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<td>Maintains vending machines and vehicles. Ensures vending machines and vehicles are cleaned and repaired as needed.</td>
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<td>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.</td>
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<td>Collects and totals money from vending machines. Collaborates with manager in reconciling deposits.</td>
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<td>Assists in identifying product needs. Places product orders through manager.</td>
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<td>Adheres to department service standards and to all health, safety and university rules and regulations.</td>
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<td>Complies with standard food handling and sanitation procedures.</td>
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<td>Attends and participates in meetings as required.</td>
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Performs 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: 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/Equipment:
- 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. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

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.

The University of Southern California is an Equal Opportunity Employer