

Wright State University
CLASSIFIED JOB SPECIFICATION
Vending Coordinator

I. JOB INFORMATION

Job Title: Vending Coordinator (CS 04)

Job Class: 31315 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under general supervision oversees vending operations including inventory control, maintenance, and the collections of money.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Monitors inventory, fills and cleans vending machines, maintains vending machines, collects and transports vending monies, supervises employees.
- Determines demand for all merchandise, parts and supplies for use in Vending operations. Orders & installs corrects parts and tests for proper operation of machines.
- Reconciles daily activities. Develops and set work standards for the collection of monies, and for the stocking and servicing of vending machines.
- Reviews and evaluates employees and vending applicants. Makes recommendations on hiring, promotions and other personnel matters.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and three years of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related work experience. Ability to prioritize and organize job tasks and responsibilities. Considerable knowledge of vending machines and related equipment maintenance. Previous supervisory experience. Ability to train employees. Ability to maintain accurate records.

V. WORKING CONDITIONS

Requires extensive physical effort to include frequent lifting of heavy items up to 75 pounds. Extended periods of walking and standing.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

Forklift Operator Certification. Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

VIII. JOB SERIES

31310

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.