

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Vending Route Driver (VENDR)*

**I. JOB INFORMATION**

**Job Title: Vending Route Driver (VENDR)**

**Job Class: 75047 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general supervision, performs tasks associated with the Vending industry to University owned or leased vending equipment.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Services and stocks coin operated product vending machines. Distributes stock to service machines, maintains accurate time schedules, collects money and maintains accurate records.**
- **Receives products, unloads stock and restocks. Operates forklifts and other state vehicles.**
- **Monitors shelf life and sales of products to minimize spoilage losses.**
- **Cleans and sanitizes machines, performing minor maintenance as required.**
- **Resolves customer issues concerning vending products and machine malfunctions.**
- **Maintains accurate records of truck inventory and product movement to machine inventory.**
- **May direct and assign daily work of student employees.**

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

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

A high school diploma or equivalent, and two years of full-time experience as a vending route driver are required. Knowledge of the operation and maintenance of coin-operated vending machines and the ability to operate forklifts are required. Must be able to read, write and comprehend common vocabulary.

**V. WORKING CONDITIONS**

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Any combination of overtime, shift work, weekend and holiday work may be required.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Must currently have possessed a valid U.S. driver's license for at least one year\*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*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.*