



JOB INFORMATION

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|--------------------------|---|
| <i>Job Code:</i> | 143152 |
| <i>Job Title:</i> | Vending Specialist (Union Only) |
| <i>FLSA Status:</i> | Non-Exempt |
| <i>Supervisory:</i> | May oversee student, temporary and/or casual workers. |
| <i>Job Family:</i> | Food Service (Union) |
| <i>Job Family Group:</i> | Auxiliary Services 1 |
| <i>Management Level:</i> | 7 Individual Contributor |

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 QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|---------------------------|-----------------------|
| X | | High school or equivalent | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|--|
| X | | 1 year | |
| | X | 2 years | |
| | X | 1 year | in food service operation with a vending program |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|--|
| X | | Demonstrated customer service experience. |
| X | | Inventory control, maintenance, and truck driving (supply transport) experience. |
| X | | Experience in working in a fast paced environment. |
| X | | Ability to effectively communicate in English. |
| X | | Ability to lift up to 50 pounds. |

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|------------------------------------|
| X | | Ability to drive a truck. |
| X | | Demonstrated interpersonal skills. |

Licenses

| Req | Pref | License(s) |
|-----|------|---|
| | | Valid California State Class B Driver's License |

Certifications

| Req | Pref | Select Certifications | Enter Additional Certifications |
|-----|------|-----------------------|--|
| X | | | Must successfully complete the ServSafe program |
| X | | | valid California Food Handler Card or obtain card within first 30 days of hire |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Provides customer services to faculty, staff, students and guests. Receives product and/or merchandise from designated storeroom(s). | | | | |
| Maintains vending machines and vehicles. Ensures vending machines and vehicles are cleaned and repaired as needed. | | | | |
| 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. | | | | |
| Collects and totals money from vending machines. Collaborates with manager in reconciling deposits. | | | | |
| Assists in identifying product needs. Places product orders through manager. | | | | |
| Adheres to department service standards and to all health, safety and university rules and regulations. | | | | |
| Complies with standard food handling and sanitation procedures. Attends and participates in meetings as required. | | | | |

Other Requirements

| Essential: | Emergency Response/Recovery | Essential: | Mandated Reporter |
|------------|--|------------|---|
| | 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. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/ |
| | <i>Campus Security Authority (CSA)</i> | | <i>Essential:</i> |
| | By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | No |

ACKNOWLEDGMENTS

