

USC University of Southern California Southern

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

Req	Pref	Degree	Field of Study	
Χ		High school or equivalent		

Additional Education

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

X Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level	
Χ		1 year		
	Χ	2 years		
	Χ	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

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

Knowledge, Skills and Abilities					
1111	Knowledge, Skills and Abilities				
Req	Pref	Functional Skills			
X		Ability to drive a truck.			
Χ		Demonstrated interpersonal skills.			
Lice	ense	es en			
Pog	Pref	/ increas/o)			
Neq	1 161	f License(s)			
		Valid California State Class B Driver's License			
Cer	Certifications				
Dog	Drof	Select Certifications	Enter Additional Certifications		
Req	Pref	Select Certifications	Enter Additional Certifications		
Χ		Must successfully complete the ServSafe program			
Χ			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 profession capacity has knowledge of, or reasonably suspect a person who is under the age of 18 years, elder or a dependent adult has been the victim of abutor 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 virture of the associated job duties, this position qualifies a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
Campus Sec	curity Authority (CSA)		Essential:

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

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name	Signature	Date
Print Manager Name	 Signature	 Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job.