

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following 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.*

**Title: VENDING SERVICES ATTENDANT**

**Reports To:** Designated Supervisor

**UW Job Code:** 7219

**UW Job Family:** 72 - Service/Maintenance/Support

**SOC Code:** 49-9091

**FLSA:** Non-exempt

**Pay Grade:** 13

**Date:** 7-1-96 (revised 5-30-02; 7-1-02; 2-20-03; 7-1-04)

### **JOB PURPOSE:**

Order products, rotate stock, and restock University-owned vending machines; perform minor repairs and cleaning, and assist in providing campus-vending services to customers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Order products, put products away upon delivery, rotate stock to maintain freshness, and eliminate outdated stock.
- Fill vending units with food products; price products in machines.
- Inspect vending machines and make necessary minor repairs.
- Collect and count money in vending machines; maintain operations records.
- Inventory product line, formulate monthly sales and inventory reports, and evaluate sales performance.
- Clean and sterilize vending units as required.

### **SUPPLEMENTAL FUNCTIONS:**

- May assist with sales operations during athletic events, concerts and other special events.

### **COMPETENCIES:**

- Attention to Detail
- Consistency
- Analysis/Problem Identification
- Service Orientation
- Initiative
- Work Standards

## **MINIMUM QUALIFICATIONS:**

Education: **High School Diploma or GED**

Experience: **2 years general merchandise, retail, sales, or bookkeeping experience**

Required licensure, certification, registration or other requirements: **Valid driver's license**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Local, state and federal health and sanitation laws applicable to vending machine operations.
- Traffic patterns for vending machine placement.
- Supplies, equipment, and/or services ordering and inventory control.
- Operation and maintenance of coin-operated vending machines.
- Customer service standards and procedures.
- Product ordering and rotation practices and procedures.
- Pricing practices.
- Report writing.
- Recordkeeping practices and procedures.
- Cleaning and sterilizing techniques.
- Inventory control methods, processes, and procedures.

Skills and Abilities to:

- Perform basic repairs to vending machines.
- Perform basic math computations.
- Move objects weighing up to 50 pounds regularly.
- Read, understand, follow, and enforce safety procedures.
- Drive motor vehicles.
- Follow routine verbal and written instructions.
- Secure and handle cash.
- Make independent, routine procedural decisions.
- Calculate numbers, correct entries, and post to records.
- Identify and resolve routine operational problems.
- Maintain thorough and accurate records.

## **WORKING CONDITIONS:**

Shop environment; regular travel throughout campus to fill machines and collect money; exposed to mechanical and electrical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.