

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: **VENDING TECHNICIAN**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Vending Technician performs a variety of duties in order to provide quality maintenance of vending machines and associated equipment. The primary responsibility of the Vending Technician is to provide the highest quality of service to students and staff at all times. Other responsibilities include refilling vending machines, cleaning machines (inside and outside) and collecting money. The Vending Technician will be responsible for inventory maintenance, requisition and receipt of supplies, recording controls and loading and unloading delivery vans with supplies according to written or verbal instructions. In addition, the Vending Technician may need to assist in finding locations for machines and driving delivery vans over established routes, lifting and moving supplies, equipment and machines and perform routine duties.

SUPERVISOR: Supervisor of Child Nutrition Services

TYPICAL DUTIES

Fill/refill vending machines

Clean machines (inside and outside)

Maintain accurate ordering, stocking and inventory files and records

Collect cash from vending machines and deliver to designated locations

Assist in placement and removal of vending equipment

Drive District vehicles over established delivery routes

Lift and move supplies

Perform other duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Basic inventory control

Ability to:

- Learn safety rules and regulations related to vehicle and vending operations
- Communicate effectively in both oral and written form
- Establish and maintain effective work relationships with clients and colleagues
- Load and unload delivery vans with supplies according to written and oral instructions
- Pass Servsafe food safety certification test
- Meet the physical requirements necessary to safely perform required duties
- Lift 50 pounds.

MINIMUM QUALIFICATIONS

Possession of a valid and appropriate California Driver's License

Knowledge of basic inventory controls

Understand and follow both oral and written instructions

Read and write at a level required for successful job performance; perform accurate arithmetic calculations using basic addition, subtraction, multiplication and division.

Required to pass Servsafe food safety certification test within his/her probationary period

Possession of a high school diploma or equivalent or a minimum of two (2) years experience in the related field