

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7441
Pay Grade: D09

FLSA: Non-Exempt

VENDING ATTENDANT I

MAJOR FUNCTION:

Performs work in the safe and efficient operation of light equipment for the Food Service Beverage Vending program. Responsibilities include completing a daily delivery/pick-up route, filling beverage vending machines, performing basic maintenance needs of vending machines, maintaining physical control of funds disbursed or received from vending machines and preparing bank deposits. Work is performed independently, with supervision by Food Service Vending Coordinator and Supervisor, Finance.

DUTIES AND RESPONSIBILITIES:

- Completes a daily delivery route for the Food Service Beverage program
- Participates in the loading, transport, delivery, and unloading of beverages
- Operates a light transport vehicle, applying knowledge of Florida State traffic and safety rules and regulations
- Responsible for filling vending machines with products at assigned schools, and maintaining delivery and usage records for each machine
- Makes minor adjustments to vending machines, as needed
- Reports major repairs and vandalism when needed
- Responsible for removing cash at each machine, restocking change fund and securing cash taken in each day
- Prepares daily bank deposit for each school location
- Assists in preparing reports used to account for Beverage Vending program
- Lifts heavy objects on a routine basis
- Performs related work as required

MINIMUM QUALIFICATIONS:

Graduation from high school, vocational school, or possession of a GED; plus two (2) years experience operating light trucks or an equivalent combination of education, training, and experience. Must possess a valid State of Florida Class E non-commercial driver's license.

ISSUED: 7/11 RAS; BOARD APPROVED: 7/26/11

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds					X
3. Lift objects weighing 51 to 100 pounds				X	
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds				X	
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects					X
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				X	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

Vending Attendant I-NR