

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Vending Machine Supplier

Class Code: 8281

Pay Grade: 206

GENERAL CLASS DESCRIPTION:

Under general supervision, operates motor vehicles in the course of supplying, servicing, and maintaining vending machines on a scheduled basis.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Supplies all vending machines in a given route area.
2. Accounts for and is accountable for cash taken from the vending machines.
3. Checks all supplies taken from and returned to storage area.
4. Checks all returned, outdated supplies to storage area and destroys them.
5. Cleans vending machines, inside and out; checks operation of vending machine for proper working order each time machine is serviced and may perform minor repairs or adjustments as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of proper bending and lifting techniques and ability to lift and carry 80 pounds.
2. Ability to communicate effectively with coworkers and constituents.
3. Ability to safely operate and ensure proper maintenance of vehicles.
4. Knowledge of proper cargo loading and securing techniques.
5. Knowledge of the rules and regulations governing operation of state vehicles.
6. Knowledge of motor vehicle laws.
7. Ability to keep basic receiving, shipping and inventory records.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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8. Ability to work with computerized inventory control systems.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Possession of State driver's and/or chauffeur's license, and
2. Ability to read, write and follow instructions.

H:(hr/classdes)8281

REVISION EFFECTIVE: October 1, 2009