

## **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: MANAGER, VENDING SERVICES**

**Reports To:** Designated Supervisor

**UW Job Code:** 5264

**UW Job Family:** 62 – Crafts/Trades

**SOC Code:** 49-9091

**FLSA:** Non-exempt

**Pay Grade:** 20

**Date:** 7-1-02 (revised 2-17-03; 7-1-04; 7-1-06)

**JOB PURPOSE:**

Oversee the operational, personnel, and designated financial functions of Vending Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversee daily operations of Vending Services. Coordinate daily activity of personnel, oversee inventory and ordering processes, identify and develop programs that result in income growth for the department.
- Supervise, hire, train, and evaluate support staff; set work schedules.
- Research and prepare bid specifications, contracts, inventories, and purchase requisitions for equipment and supplies; order equipment, and supplies as deemed necessary.
- Research and determine which products to sell and set pricing schedules.
- Monitor vendor contracts and maintain contact for filling shipments in a timely manner; follow-up complaints with customers and vendors.
- Oversee all routine repairs to vending service equipment and other assigned equipment; decide when to contract out repairs.
- Maintain inventory records; prepare monthly usage and operational reports on vending equipment.
- Oversee the placement, collection, and transportation of monies from campus vending locations; maintain security of monies.

**SUPPLEMENTAL FUNCTIONS:**

- Prepare budget information related to the operational aspects of Vending Services.
- Provide information to departments regarding policies and procedures.
- Develop methods to improve services and maintenance efficiency of support staff.

**COMPETENCIES:**

- Delegating Responsibility
- Technical/Professional Knowledge
- Service Orientation
- Independence
- Initiative
- Conflict Management

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

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

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Supervisory skills.
- Policies and practices of a wide range of supply vendors.
- General vending machine repair and preventive maintenance techniques.
- Bid development, monitoring, and compliance.
- Money collection, transportation, and security.
- Procurement rules and regulations.
- Campus department locations.
- Budget management, bid specifications, purchasing and inventory control.
- Merchandise operations.
- Staffing methods and techniques.
- Marketing principles and practices.
- Research methods and techniques.
- Budgeting principles and practices.
- Bookkeeping principles and practices.
- Business mathematics.

Skills and Abilities to:

- Effectively communicate, both orally and in writing.
- Determine product needs and combinations.
- Monitor the sales and profits of various products.
- Recommend the pricing structure for various food items.
- Ensure proper inventory control at various locations and facilities.
- Maintain accurate and detailed records.
- Perform fundamental mathematical calculations.
- Move objects weighing 50 pounds frequently and occasionally move up to and over 100 pounds.
- Maintain security of monies transported from vending locations.

- Work effectively with a wide range of constituencies in a diverse community.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Resolve customer complaints or concerns.

**WORKING CONDITIONS:**

Office/shop environment; regular exposure to adverse seasonal weather conditions when checking equipment on campus, and to moving 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.