

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6425
Pay Grade: C01

FLSA: Exempt

COORDINATOR, FOOD SERVICE VENDING

MAJOR FUNCTION:

Oversees daily Beverage Vending program, including designing efficient and safe delivery routes, scheduling vending teams, and handling vending revenue securely. Communicates regularly with shareholders concerning the status of vending program. Collects, aggregates, and reports on data relating to the Beverage Vending program. Duties are performed under the general supervision of the Director, Food Service or designee and reviewed regularly for results.

DUTIES AND RESPONSIBILITIES:

- Designs, develops, plans and implements efficient, safe and timely beverage vending routes in accordance with:
 - Sound routing and scheduling concepts and principles
 - All federal, state and local laws and ordinances
 - All state and local school board rules
 - School starting and ending schedule
- Monitors and analyzes arrival, delivery and departure times of Vending Teams; delivery load data; and other related information related to the efficient and safe delivery system
- Completes and maintains required records within all areas of responsibility
- Trains Vending Attendants
- Assists Director, Food Service or designee in the resolution of issues/problems related to routes, schedules and delivery stops
- Assists with delivery routes, if needed
- Performs other duties as required

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus three (3) years satisfactory experience in Quantity Food Service, including at least one (1) year supervisory duties. Must possess a valid State of Florida Class E non-commercial driver's license.

PREFERRED:

Associate's or Bachelor's degree in Food Service Management, Business or related field. The ability to use generally accepted office computer applications (e.g., Microsoft Office Programs) is a plus.

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.

COORDINATOR, FOOD SERVICE VENDING

<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

Coordinator, Food Service Vending – PTS