

Spec. Code: 0506
Occ. Area: 15
Work Area: 026
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 05/02/72

COIN MACHINE ATTENDANT

Function of Job

Under direct supervision, to perform duties as required in the stocking and merchandising of products in coin-operated machines, keeping machines sanitary, and to assist with installation, maintenance, and repair of coin-operated machines.

Characteristic Duties and Responsibilities

1. stocks and replenishes coin-operated machines
2. is responsible for the receipt, issuance, recording, and custody of money for coin changers and for proper handling of money boxes
3. performs proper rotation of products and maintains desired inventory levels
4. may drive service trucks and maintains sanitation of service trucks
5. maintains sanitation of machines, condiment areas, vending supply room, and heating overruns, including dismantling and reassembling machines which requires periodic sanitation
6. conducts physical inventories of machines and sub-storerooms
7. maintains inventory records and prepares required reports
8. observes and reports malfunctions of machines
9. assists with the installation and repair of coin-operated machines
10. follows sound security practices in relation to inventory, money, and equipment
11. attends appropriate factory schools and work-related on-the-job training sessions, as required
12. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of a valid State of Illinois drivers license of the necessary classification, if required by the position

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mechanical aptitude
2. mathematical aptitude