

Job Description and Standards of Performance

<u>Position Title:</u> Vending Operations Coordinator	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> Circulation	<u>Department #:</u> 7221
<u>Date Updated:</u> 4/29/07	<u>Updated by:</u> D. Gallivan
<small>Released 8/28/00</small>	<u>Job Code #:</u> 42C082

Position Purpose/Objective:

To oversee and facilitate the placement, repair, and maintenance, of all vending machines owned and operated by the Portland Press Herald/Maine Sunday Telegram.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Repairs and replaces inoperable vending machines. CORE	<ul style="list-style-type: none"> ▪ Down racks in the various zones are repaired within the designated time frames for each.
Maintains vending machines to prescribed standards. CORE	<ul style="list-style-type: none"> ▪ Vending machine down time is minimized by an effective rack maintenance schedule. ▪ Front plastics are replaced immediately whenever the graphic presentation of the front page is impaired. ▪ Racks are clean and presentable at all times. Vending machines are free from graffiti, trash, and any other graphic negatives that might hinder the net sale. ▪ Maintains precise parts and supply inventories. ▪ Anticipates needs and submits purchase order requests after recommended courses of action are approved. ▪ Parts and supply levels are adequate to meet department's needs, and to maintain net sales increase initiatives. ▪ All expenditures are within budget. ▪ Insures that the most current rack cards available are in all vending machines at all times.

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Places vending machines in new locations. CORE	New locations set requests are filled within designated timeframe of receipt of request.
Places store display racks in dealer accounts upon request. SUPPORTING	<ul style="list-style-type: none"> ▪ Store display racks are set within designated timeframe of receipt of request. ▪ All displays are placed in prime sales locations.
Maintains the integrity of the Single Copy lock structure. SUPPORTING	<ul style="list-style-type: none"> ▪ All collection runs are keyed with a lock series distinct from that of any other run. ▪ At no time are runs allowed to be cross-keyed.
Provides consistent input into new sales location possibilities. SUPPORTING	New locations are obtained based on employee's input.
Other related duties as assigned. SUPPORTING	Additional duties are performed in a timely and accurate manner.

Required Education and/or Experience/Knowledge:

High school diploma or equivalent.

Specialized training in the vending machines and their mechanisms is preferred.

Must be able to maneuver a dolly and regularly lift up to 100 lb's. Valid driver's license, proof of insurance, an excellent driving record and a reliable vehicle.

Required Skills:

Mechanical ability would be a plus for this position.

Attention to detail.

This position reports to:

Single Copy Zone Manager, Transportation