



Pepsi-Cola Bottling Company of Central Virginia

Vending Technician

Department: Vending

Work Schedule: Monday-Friday

Amount of Travel Required: NA

Job Status: Full Time

Reports to: Vending Manager

POSITION SUMMARY

Vending Technicians drive heavy trucks to haul vending machines for installation and removal. They perform thorough equipment checks on all vending and fountain equipment prior to installation, including washing and refurbishing units as necessary. This position will require the use of a handheld device to settle sales of product, and requires driving a forklift to place and retrieve vendors.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Drives heavy vending service truck
- Moves heavy machines over a variety of terrain, including up and down steps.
- Loads and unloads machines with product.
- Handles customer complaints over the phone, and on location.
- Cleans, and refurbishes vending machines and fountain equipment prior to installation.
- Prepares vending contracts and sales tickets.
- Drives forklift to place and retrieve vendors.
- Uses a handheld device to settle sale of product.
- Replaces signs and decals on vending equipment
- Responds to service calls, and rotates after-hours duties with other Vending personnel.
- Adheres to all company policies, standards and procedures (e.g. OSHA, DOT and safety requirements, GMP, AIB and Pepsi standards, Federal/State/Local laws); wears all required personal protective equipment.
- Works assigned schedule, exhibits regular and predictable attendance and works overtime as required to meet workload demands.
- Performs other related duties as required.

Marginal Functions Statement(s)

- Keeps parts room clean and organized, floors swept.

POSITION QUALIFICATIONS

Competency Statement(s)

- **Accountability-** Ability to complete assigned tasks with little oversight and is willing to accept responsibility.
- **Adaptability-** Ability to adapt to change in the workplace.
- **Communication Skills-** Ability to effectively communicate with others either individually or in a group setting using the spoken or written word.
- **Customer Oriented-** Ability to take care of the Customers' needs while following company policies and procedures.
- **Decision Making-** Ability to make critical decisions while following company policies and procedures.
- **Detail Oriented-** Ability to pay attention to the minute details of a project or task.
- **Diversity Oriented-** Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- **Ethics & Integrity-** Ability to be truthful and be seen as credible in the workplace.
- **Interpersonal Awareness-** Ability to get along well with a variety of personalities and individuals.
- **Problem Solving-** Ability to find a solution for or to deal proactively with work-related problems.
- **Safety Awareness-** Ability to identify and correct conditions that affect employee safety
- **Time Management-** Ability to utilize the available time to organize and complete work within given deadlines.
- **Working Under Pressure-** Ability to complete assigned tasks under stressful situations.

SKILLS & ABILITIES

Education: High School graduate or General Education Degree (GED): Preferred

Computer Skills: As needed to operate handheld device.

Certifications & Licenses: CDL license and OSHA forklift certification preferred, but will train as needed.

Other Requirements: Knowledge of: retail sales environment, beverage industry; stocking, rotating and displaying products; product line. Skill in: external Customer service in a variety of settings. Ability to: work quickly, independently and efficiently without direct supervision; multi-task; solve problems; adapt to changing tasks and priorities; read (e.g. diagrams, planograms and maps) and; communicate effectively with Customers and other employees; relate to Customers and develop good working relationships; be trained on a pallet jack, straddle stacker, hand held computer and printer and other mechanical equipment; drive a combination vehicle, accurately count order being delivered and payment received from Customer; lift heavy product repetitively. Other functions, skills and abilities may also apply.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to work in a standing position for 8 hours a day; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 40-50 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Other Physical Requirements

- **Vision** (Near, Distance, Color, Peripheral, Depth)
- **Ability** to wear Personal Protective Equipment (PPE) – Safety Shoes

Work Environment

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually very loud.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

EEO Clause: Pepsi-Cola Bottling Company of Central Virginia provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender, age, national origin, citizenship status, marital status, physical or mental disability, genetic information, sexual orientation, past, present, or future membership in a United States Uniformed Service.