

# **Skutt and Harper Centers**

## **Student Employee Job Description**

***Title:*** Vending Machine Inspector

***Supervisor:*** Business Manager

### ***General Summary:***

The vending machine inspector is a part-time, temporary student employee. He/she assists the business manager to maintain and monitor the various contractor-owned vending machines at numerous on-campus locations.

### ***Pre-Requisites:***

1. Enrollment at Creighton University
2. A cumulative GPA of 2.0 or higher

### ***Duties and Responsibilities:***

1. Make scheduled inspection tours of on-campus vending machines
2. Complete a written Quality Assurance form summarizing the results of each inspection tour, making note of vending area housekeeping, vending machine appearance, and out of order conditions
3. Advise the business manager of frequent problems relating to the machines and their locations
4. Make contact with vending machine owners to advise of machine deficiencies

### ***Expectations:***

1. Be responsible and fulfill duties with minimal supervision
2. Pay close attention to details
3. Be organized

### ***Knowledge, Skills, and Abilities:***

1. Good human relation skills
2. Ability to follow directions- written and oral