Skutt and Harper Centers  
Student Employee Job Description

Title: Campus Vending Assistant  
Supervisor: Assistant Director of Operations

General Description:  
The Campus Vending Assistant is a part-time, temporary student employee. He/she assists the Assistant Director 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 Assistant Director of frequent problems relating to the machines and their locations  
4. Make contact with vending machine owners to advise of machine deficiencies  
5. Send refunds out to customers  
6. Record all refunds and submit to vendor for reimbursement  
7. Attend employee meetings  
8. Coordinate Donated Product orders  
9. Perform other duties as assigned

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 and time management  
2. Ability to follow oral directions or written  
3. Ability to work independently