



## **Vending Route Supervisor**

**Employees at this level assist in the supervision and management of 5 to 6 vending routes.**

Primary responsibilities include:

- Direct supervision of vending route drivers.
- Run vending routes to cover for vacations and sick days.
- Monitors the daily activities of vending route drivers.
- Maintains records to ensure proper service of equipment and stocking procedures.
- Supervises personnel in sanitation of equipment and in stocking and rotating products.
- Trains and evaluates subordinates.
- Assists in the planning and implementation of policies, procedures, and goals of Van Vending Service.
- Assists in the development of proposals for new equipment.
- Conducts surveys to obtain customer suggestions or reactions on products.
- Informs route manager of needs for additional equipment or staff.
- Establishes proper inventory levels and conducts inventories as required.
- Inspects vending route trucks for proper inventory and organization.
- Informs sales manager of any new potential customers.
- Performs other related duties as assigned.

### **PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

- Knowledge of vending operations.
- Ability to plan and develop staffing and equipment needs.
- Ability to evaluate operational programs.
- Ability to deal effectively with staff and public.
- Supervisory ability.