

## **Plan of Work (POW) for the Vending Machine Lead**

Coordinate any additional volunteers and create a schedule to have the vending machine stocked every Monday, Wednesday and Friday in the morning between 7:50 and 8:20 am (due to gym usage schedule).

There may be additional times, where stock is low and the machine needs to be restocked, as long as it does not interfere with any classes/events.

Be available via text or phone call should any error occur with the vending machine. Act as liaison between vending machine company if any calls for additional support are needed. This includes any minor repairs they walk you through or replacing defective mechanical parts and ensure the vending machine is in proper working order.

Communicate any items that need to be bought before you run out to the President or Lunch/Snack Lead.

Always assure no items that are stocked are expired.

Keep an eye on the coin tubes to make sure they do not get too low. This is especially true of the dollar coin and the dimes. If additional coins are needed, take dollar bills out of the bill validator and go to Arizona Bank and Trust bank to exchange/ It is located across the street from the campus on Gilbert Road. This task is best performed BEFORE doing the deposit.

Once a week after lunch hour has passed on Fridays, count the money in the bill validator and the coin in the box. Do the counting in the Prep lunchroom. Fill out a deposit slip with the amounts listed in the proper columns. Take the vending bag to the Front Office and place in the locked PSO drawer next to the other deposit bags.

