

LDC 46 VENDING EQUIPMENT

SERVICES RETAIL VENDING EQUIPMENT

- Replenishing postal merchandise
- Replenishing change
- Responding to trouble calls to correct equipment or operational problems
- Assembling & disassembling mechanical equipment for self-service units
- Performing minor corrective maintenance for self-service units
- Maintaining records and preparing reports
- Repairing electrical equipment
- Testing and calibrating scales (weighing/rating units)
- Ordering and replacing unserviceable components
- Setting pricing and quantity switches for accurate vends
- Routine cleaning tasks ensuring neat appearance of vending equipment
- Reporting of housekeeping deficiencies
- Maintaining custody of large credit in stamps, stamped paper, and cash
- Requisitioning stock
- Preparing stock for vending dispense
- Maintaining updated inventory of postal merchandise
- Returning merchandise for stamp destruction committee
- Making cash deposits to bank
- Removing currency and coins resulting from sales