

303 VENDING MACHINE OPERATOR

NAME _____ RATE/RANK _____

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors give away their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

The trainee has completed all PQS requirements for this watchstation. Recommend designation as a qualified VENDING MACHINE OPERATOR (NAVEDTRA 43239-A (CH-1)).

RECOMMENDED _____ DATE _____
Supervisor

RECOMMENDED _____ DATE _____
Division Officer

RECOMMENDED _____ DATE _____
Department Head

QUALIFIED _____ DATE _____
Commanding Officer or Designated Representative

SERVICE RECORD ENTRY _____ DATE _____

303 VENDING MACHINE OPERATOR (APPRENTICE)

Estimated completion time: 4 weeks

NOTE: THE FOLLOWING WATCHSTATIONS, REGARDLESS OF QUALIFICATIONS ACHIEVED IN PREVIOUS VERSIONS, SHALL BE COMPLETED: NONE

303.1 PREREQUISITES

FOR OPTIMUM TRAINING EFFECTIVENESS, THE FOLLOWING ITEMS SHOULD BE COMPLETED PRIOR TO STARTING YOUR ASSIGNED TASKS BUT SHALL BE COMPLETED PRIOR TO FINAL WATCHSTATION QUALIFICATION.

303.1.1 SCHOOLS: NONE

.2 WATCHSTATIONS FROM THIS PQS: NONE

.3 FUNDAMENTALS FROM THIS PQS:

101 Safety Fundamentals

Completed _____
(Qualifier and Date)

104 Retail Outlet Operator Fundamentals

Completed _____
(Qualifier and Date)

.4 SYSTEMS FROM THIS PQS: NONE

TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What is secure for sea?
- D. What control/coordination is required?
- E. What safety precautions must be observed?
- F. Satisfactorily perform this task?

WATCHSTATION 303

303 VENDING MACHINE OPERATOR (APPRENTICE)

Questions

303.2.1 Inspect machines and storerooms for break-in/tampering (3 times) A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.2 Inspect machines and storerooms for safety hazards (3 times) A B C D E

(Signature and Date)

(Signature and Date)

(Signature and Date)

.3 Unlock and lock Group III spaces (3 times) A B D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.4 Change Group III combination lock (3 times) A B D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 303

303 VENDING MACHINE OPERATOR (APPRENTICE)

Questions

303.2.5 Clean storerooms and machines (3 times) A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.6 Request Intra-Store Transfer Data, NAVSUP Form 973 (3 times) A B C F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.7 Receive candy and soda merchandise (3 times) A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.8 Stow candy and soda merchandise (3 times) A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 303

303 VENDING MACHINE OPERATOR (APPRENTICE)

Questions

303.2.9 Stack sodas (5, 8 and 10 stack) (3 times) A B C D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.10 Get candy and soda counts for replenishment of vending machines (4 times) A B D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.11 Conduct test vend appropriate merchandise for button selection (2 times) A B F

(Signature and Date)

(Signature and Date)

.12 Confirm selling prices (3 times) A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 303

303 VENDING MACHINE OPERATOR (APPRENTICE)

Questions

303.2.13 Check vending machines for jammed merchandise (3 times)

A B D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.14 Replenish vending machines (4 times)

A B D E F

(Signature and Date)

(Signature and Date)

(Signature and Date)

(Signature and Date)

.15 Change prices on vending machines (3 times)

A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 303

303 VENDING MACHINE OPERATOR (APPRENTICE)

Questions

- 303.2.16 Change vending machine labels (3 times) A B F

(Signature and Date)

(Signature and Date)

(Signature and Date)
- .17 Count damaged vending items (surveys) A B D F

(Signature and Date)
- .18 Dispose of surveyed vending merchandise A B D F

(Signature and Date)
- .19 Prepare vending machines and storerooms for inventory A B C D E F

(Signature and Date)
- .20 Discuss FIFO procedures A B D F

(Signature and Date)
- .21 Operate PDT (2 times) A B C D E F

(Signature and Date)

(Signature and Date)

WATCHSTATION 303

303 VENDING MACHINE OPERATOR (APPRENTICE)

Questions

303.2.22 Conduct Inventory (2 times)

A B C D E F

(Signature and Date)

(Signature and Date)

.23 Perform End of Month on vending machines
(NAVY CASH ONLY) (2 times)

A B D F

(Signature and Date)

(Signature and Date)

.24 Turnover and account for cash with the CCA (3 times)

A B D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.25 Verify and sign entries on the Cash Register Record, NAVSUP 469
(3 times)

A B D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

WATCHSTATION 303

303 VENDING MACHINE OPERATOR (APPRENTICE)

Questions

303.2 .26 Maintain Intra-Store Transfer Data, NAVSUP Form 973 and inventory documents (3 times)

A B D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.27 Install car seal (3 times)

A B D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

.28 Conduct meter readings (3 times)

A B D F

(Signature and Date)

(Signature and Date)

(Signature and Date)

COMPLETED .2 AREA COMPRISES 100% OF WATCHSTATION.

WATCHSTATION 303

303 VENDING MACHINE OPERATOR (APPRENTICE)

303.3 INFREQUENT TASKS – None to be discussed.

303.4 ABNORMAL CONDITIONS – None to be discussed.

303.6 WATCHES – None.

303.7 EXAMINATIONS (OPTIONAL EXCEPT AS REQUIRED BY TYCOM/ISIC, ETC.)

303.7.1 EXAMINATIONS Pass a written examination

(Signature and Date)

.2 EXAMINATIONS Pass an oral examination board

(Signature and Date)