

GENERAL DESCRIPTION OF CLASS

The BUSINESS ENTERPRISE REPRESENTATIVE advises and helps Oregon Commission for the Blind clients who service vending machines or manage food service facilities (such as cafeterias, snack bars, dry stands) set up and licensed by the Commission.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may be assigned all or some combination of the duties listed below as well as other related duties.

1. Consultation and Instruction

Advises and assists blind clients managing food service facilities with, for instance, employer/employee relations, inventory control, sales tactics and pricing structures. Trains, as needed, on menu planning, food preparation or equipment care. Ensures that businesses are operated according to State and Federal regulations. Helps negotiate with building managers at cafeteria sites.

2. Equipment

Procures equipment, materials and supplies and assists with installing or replacing equipment. Does minor maintenance and adjusts food service equipment and vending machines.

3. Miscellaneous

Inspects business sites for compliance with sanitation and health codes. Writes activity reports and documents client manager's progress. Inventories resale merchandise as required. Writes purchase and repair orders.

RELATIONSHIPS WITH OTHERS

The Business Enterprise Representative has regular in person or written contact with the client managers to assist in managing a business site. There is periodic contact with employees of the client managers, representatives of building management and vendors of food service equipment and supplies to answer questions and help with business transactions.

SUPERVISION RECEIVED

The Business Enterprise Representative receives general supervision from the Program Director of the Business Enterprise Program who assigns work and reviews results through frequent personal contact, review of unit reports, frequent personal inspection of units, and periodic meetings with licensees.

GENERAL INFORMATION

The Business Enterprise Representative works with visually handicapped individuals at locations throughout the State requiring regular travel to business locations to meet with the client managers.

KNOWLEDGE AND SKILLS (KS)

General knowledge of food service operations in a small business environment.
Basic knowledge of business bookkeeping procedures.
Basic knowledge of commercial food service equipment and functions.
Basic knowledge of purchasing practices and procedures.

Skill in communicating ideas and concept to blind and visually impaired persons.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division