California State University, Fresno Association, Inc.

CATERING ASSOCIATE

JOB ANNOUNCEMENT #21-180

POSITION SUMMARY:	**Part-time, non-benefited position for the California State University, Fresno Association – Dining Services.** This position will work a flexible schedule, which may include weekends and/or evenings
ESSENTIAL JOB FUNCTIONS:	Typical duties include, but are not limited to: • Engages with customers in a positive manner, resolves issues, answers questions, and provides an excellent customer experience with fair, friendly, and courteous service while maintaining a positive attitude • Knowledge of menu and/or food items with the ability to make suggestions and recommendations • Responds to customer needs; ability to deal with frequent changes, delays, and unexpected events • Assists with receipt of product deliveries from vendors • Assists with food preparation as needed • Maintains cleanliness and sanitation of equipment and service areas • Completes cleaning, sanitation, and stocking duties according to daily and weekly schedules • Maintains a professional appearance according to uniform standards • Exhibits outstanding attendance and punctuality, and takes corrective action to prevent recurring absences • Develops a positive working relationship with department and organization staff • Perform other related job duties as required or assigned
POSITION REQUIREMENTS:	*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* • High School diploma or equivalent required • Ability to lift, push, pull and/or carry up to 50 pounds • Ability to stand for long periods of time • Excellent customer service and communication skills • Ability to coordinate tasks to meet production deadlines, work rapidly and efficiently during rush periods • Readily adjusts schedule, tasks, and priorities when necessary, to meet business needs • Ability to read, understand, and follow written and verbal instructions • Ability to add, subtract, multiply and divide; basic skill in using a computer • Ability to work in a fast-paced environment and perform high-quality work under pressure • Ability to establish and maintain cooperative working relationships with a diverse population • Current California Food Handlers card or willingness/ability to attain upon hiring
COMPENSATION:	$14.00 per hour
DEADLINE:	**Application review begins immediately; open until filled**
TO APPLY:	**Please visit the Auxiliary Human Resources page at http://www.auxiliary.com/auxhr/jobs.html for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:** California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988 E-mail completed application & resume to: **HRAUX@LISTSERV.csufresno.edu**

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

California State University, Fresno is a smoke free campus. For more information, please click http://fresnostate.edu/adminserv/smokefree/index.html

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER