## FOOD COURT ASSOCIATE
### JOB ANNOUNCEMENT #21-172

<table>
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<tr>
<th>POSITION SUMMARY:</th>
<th>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</th>
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| ESSENTIAL JOB FUNCTIONS: | Typical duties include, but are not limited to:  
- Operation of a cash register and/or POS system quickly and accurately  
- Balances cash drawer by counting cash at beginning and end of shift; has minimal discrepancies in cash handling  
- 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, dining room, 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 handle money accurately and operate a cash register/POS system  
- 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](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](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.  
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