FOOD COURT OFFICE ASSISTANT
JOB ANNOUNCEMENT #21-170

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:
- Operation of a cash register and/or POS system quickly and accurately
- Organizes daily invoices for the cash operations office
- Balances petty cash safe and registers, places daily changes orders for units, and assists cashiers with change requests
- Assists with large catering orders as needed
- Engages with customers via phone and in-person 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
- Responds to customer needs; ability to deal with frequent changes, delays, and unexpected events
- 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 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