# UNIVERSITY DINING HALL ASSOCIATE

## JOB ANNOUNCEMENT #21-167

### 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
- 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](mailto: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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER