

California State University, Fresno Association, Inc.

BUCKET ASSOCIATE JOB ANNOUNCEMENT #26-771

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. Bucket Associates may be responsible for accurate operation of cash registers, area cleanliness and outstanding customer service.
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Operation of a cash register quickly and accurately • Memorization of price lists, counting and verifying amount of money in register drawer before and after each shift, tabulating amount of money (sales and original drawer) according to cash handling policies and procedures • Maintain a clean dining area by sweeping up debris, wiping down tables and taking out garbage • Greet the public in a pleasant manner, answering routine questions or referring customers to a person who can answer questions • Maintain area around cash registers for cleanliness and stocking of eating utensils and condiments • Follow customer service guidelines to ensure customer satisfaction demonstrated by a positive attitude and smile • Maintain professional appearance according to uniform procedures and standards, exhibit outstanding attendance and punctuality, and take corrective action to prevent recurring absences • Develop a positive working relationship with department and organization staff • Perform other related job duties as required or assigned
POSITION REQUIREMENTS:	<p><i>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.</i></p> <ul style="list-style-type: none"> • High School diploma or equivalent required • Valid Driver’s License • Knowledge and understanding of monetary transactions • Ability to stand for long periods of time • Effective oral and written communication skills in English • Skill in customer service and working cooperatively with others • Ability to read, understand, and follow written and verbal instructions • Ability to coordinate task to meet production deadline; work rapidly and efficiently during rush periods • Skill to add, subtract, multiply and divide; basic skill in using a computer
COMPENSATION:	\$16.90 per hour
DEADLINE:	Application review begins immediately; open until filled
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</p>

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