

California State University, Fresno Association, Inc.

CATERING ASSOCIATE

JOB ANNOUNCEMENT #26-773

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: <ul style="list-style-type: none">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 attitudeKnowledge of menu and/or food items with the ability to make suggestions and recommendationsResponds to customer needs; ability to deal with frequent changes, delays, and unexpected eventsAssists with receipt of product deliveries from vendorsAssists with food preparation as neededMaintains cleanliness and sanitation of equipment and service areasCompletes cleaning, sanitation, and stocking duties according to daily and weekly schedulesMaintains a professional appearance according to uniform standardsExhibits outstanding attendance and punctuality, and takes corrective action to prevent recurring absencesDevelops a positive working relationship with department and organization staffPerform other related job duties as required or assigned
POSITION REQUIREMENTS:	<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> <ul style="list-style-type: none">High School diploma or equivalent requiredAbility to lift, push, pull and/or carry up to 50 poundsAbility to stand for long periods of timeExcellent customer service and communication skillsAbility to coordinate tasks to meet production deadlines, work rapidly and efficiently during rush periodsReadily adjusts schedule, tasks, and priorities when necessary, to meet business needsAbility to read, understand, and follow written and verbal instructionsAbility to add, subtract, multiply and divide; basic skill in using a computerAbility to work in a fast-paced environment and perform high-quality work under pressureAbility to establish and maintain cooperative working relationships with a diverse populationCurrent California Food Handlers card or willingness/ability to attain upon hiring
COMPENSATION:	\$16.90 per hour
DEADLINE:	Application review begins immediately; open until filled
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.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