

# California State University, Fresno Association, Inc.

## **CATERING ASSOCIATE** **JOB ANNOUNCEMENT #26-773**

<b>POSITION SUMMARY:</b>	<b>Part-time, non-benefited position for the California State University, Fresno Association – Dining Services.</b> This position will work a flexible schedule, which may include weekends and/or evenings
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Knowledge of menu and/or food items with the ability to make suggestions and recommendations</li> <li>• Responds to customer needs; ability to deal with frequent changes, delays, and unexpected events</li> <li>• Assists with receipt of product deliveries from vendors</li> <li>• Assists with food preparation as needed</li> <li>• Maintains cleanliness and sanitation of equipment and service areas</li> <li>• Completes cleaning, sanitation, and stocking duties according to daily and weekly schedules</li> <li>• Maintains a professional appearance according to uniform standards</li> <li>• Exhibits outstanding attendance and punctuality, and takes corrective action to prevent recurring absences</li> <li>• Develops a positive working relationship with department and organization staff</li> <li>• Perform other related job duties as required or assigned</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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"> <li>• High School diploma or equivalent required</li> <li>• Ability to lift, push, pull and/or carry up to 50 pounds</li> <li>• Ability to stand for long periods of time</li> <li>• Excellent customer service and communication skills</li> <li>• Ability to coordinate tasks to meet production deadlines, work rapidly and efficiently during rush periods</li> <li>• Readily adjusts schedule, tasks, and priorities when necessary, to meet business needs</li> <li>• Ability to read, understand, and follow written and verbal instructions</li> <li>• Ability to add, subtract, multiply and divide; basic skill in using a computer</li> <li>• Ability to work in a fast-paced environment and perform high-quality work under pressure</li> <li>• Ability to establish and maintain cooperative working relationships with a diverse population</li> <li>• Current California Food Handlers card or willingness/ability to attain upon hiring</li> </ul>
<b>COMPENSATION:</b>	\$16.90 per hour
<b>DEADLINE:</b>	Application review begins immediately; open until filled
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></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**