

# California State University, Fresno Association, Inc.

## CATERING DELIVERY ASSOCIATE

JOB ANNOUNCEMENT #26-775

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| <b>POSITION SUMMARY:</b>        | 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   |
| <b>ESSENTIAL JOB FUNCTIONS:</b> | Typical duties include, but are not limited to: <ul style="list-style-type: none"><li>Must be able to drive a golf cart, possess a valid driver's license and must meet all driving requirements as provided by the organization</li><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>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 and sanitation 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>Performs other related job duties as required or assigned</li></ul>   |
| <b>POSITION REQUIREMENTS:</b>   | <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"><li>High School diploma or equivalent required</li><li><b>Valid Driver's License</b></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>Ability to operate standard foodservice equipment safely and effectively</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 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>                | Please visit the Auxiliary Human Resources page at<br><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.<br>E-mail completed application & resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a>  |

## **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