

California State University, Fresno Association, Inc.

SUBWAY ASSOCIATE JOB ANNOUNCEMENT #26-814

POSITION SUMMARY:	Part-time, non-benefited position for the California State University, Fresno Association – Dining Services. Multiple shifts are available Monday through Friday 10:30 am to 5:30 pm. The work schedule may include weekends and/or evenings. Subway Associates are responsible for serving customers, following health and safety procedures, and keeping the store and area clean.
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • 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:	<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 • Knowledge of techniques and methods of quantity food preparation and storage • Skill to plan the preparation of meals for serving at specified meal times • Knowledge of safety practices and sanitary methods involved in food handling and kitchen equipment • Skill to monitor inventory levels, keep records and requisition supplies to ensure adequate supply of food stuffs • 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 • Ability to lift, push, pull and/or carry up to 50 pounds
COMPENSATION:	\$20.00 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