

# California State University, Fresno Association, Inc.

## Cashier/Server – Residence Dining Hall

JOB ANNOUNCEMENT - ASSN #15-834

### **POSITION**

Part-time, non-benefited position for California State University, Fresno Association – Dining Services. This position will work a flexible schedule, which could include weekends and/or evenings. Cashiers and Servers are responsible for accurate operation of cash registers, area cleanliness and outstanding customer service.

### **DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Provide faultless customer service which gratifies customer needs
- Operate cash register quickly and accurately
- Memorize price lists, count and verify amount of money in register drawer before and after each shift, tabulate amount of money (sales and original drawer) according to cash handling policies and procedures
- Ensure that all counters and refrigerators are clean and well stocked
- Ensure attractiveness in displaying and serving all food items in conformity with quality standards
- Ensure the storage of food at the appropriate temperature according to approved health standards
- Guarantee cleanliness in decorating and serving food in compliance with hygienic regulations and standards
- Ensure that the supervisor is aware any time food quantities are not enough in supply
- Ensure compliance with all quality standards, principles, guidelines and policies of Fresno State
- Assist other food service workers in cleanup and operation of standard food service equipment on a limited basis
- Maintain professional appearance according to uniform procedures and standards, exhibiting outstanding attendance and punctuality, taking corrective action to prevent recurring absences
- Develop a positive working relationship with department and organization staff
- Performing related job duties as required or assigned

### **REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required to perform this job successfully. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge and understanding of monetary transactions
- Quick and accurate register operation
- 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

**EDUCATION:** High School diploma or equivalent.

**SALARY:** \$10.50 per hour

**FILING DEADLINE:** Open Until Filled

**TO APPLY:** Visit the Human Resources link at [www.auxiliary.com](http://www.auxiliary.com) for job announcement and application.

California State University, Fresno  
Auxiliary Human Resources  
2771 E. Shaw Avenue  
Fresno, CA 93710      Fax: (559) 278-0988

Application & resume may be e-mailed to: [HRAUX@LISTSERV.csufresno.edu](mailto:HRAUX@LISTSERV.csufresno.edu)

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETE AUXILIARY APPLICATION**

*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**