

California State University, Fresno Association, Inc.

Driver/Stock Associate

JOB ANNOUNCEMENT - ASSN #16-710

POSITION

Part-time, non-benefited position with University Dining Services through California State University, Fresno Association, Inc. This position will work a flexible schedule, which could include weekends and/or evenings. Prefer morning availability. Stock Associates are responsible for stocking shelves, maintaining clean and sanitary work conditions in various areas and assisting with receiving deliveries and supplies.

DUTIES AND RESPONSIBILITIES

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

- Must be capable of driving a golf cart, possess a valid Driver's License and must meet all driving requirements as provided by the organization
- Receiving all perishable and non-perishable deliveries from suppliers, ensuring all items on invoices are received and in good condition, rotating stock continually to ensure freshness, organizing supplies and inventory, and breaking down boxes
- Maintaining sanitary conditions by sweeping floors and cleaning the shelves in store room, walk in refrigerator and dish room area, following sanitation procedure mandated by the department regarding dishes, trays, and utensils
- Cleaning all machines and equipment 3-4 times/day, upper and lower counters, and walls and floors
- Removing trash from kitchen and serving area when ½ full, keeping trash cans clean and sanitized inside and out
- Assist other food service workers in cleanup and operation of standard food service equipment on a limited basis
- Following customer service guidelines to ensure customer satisfaction demonstrated by a positive attitude and smile
- Maintains professional appearance according to uniform procedures and standards, exhibiting outstanding attendance and punctuality, taking corrective action to prevent recurring absences
- Developing a positive working relationship with department and organization staff while avoiding conflict, displaying a positive and enthusiastic approach to all assignments by following the employee code of conduct
- Performs other duties as assigned by dining service supervisors

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.*

- Ability to lift, push, pull and/or carry up to 50 pounds
- Valid Driver's License
- 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

EDUCATION: High School diploma or equivalent.

SALARY: \$10.50 per hour

FILING DEADLINE: Open Until Filled

TO APPLY: Obtain and submit employment application online at: www.auxiliary.com or by fax: 559-278-0988.

California State University, Fresno Auxiliary Human Resources
2771 E. Shaw Ave. (there is no suite number)
Fresno, CA 93710

E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu
Fax: (559) 278-0988

RESUMES WILL NOT BE ACCEPTED WITHOUT APPLICATION

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.
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