

# *California State University, Fresno Association, Inc.*

## **Paws-N-Go Associate** **JOB ANNOUNCEMENT - ASSN #18-895**

### **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. Paws-N-Go Associates are responsible for accurate operation of cash registers, food and coffee preparation and distribution, 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.

- Greeting the public in a pleasant manner, answering routine questions or referring customers to a person who can answer questions
- Operation of a cash register quickly and accurately
- Memorization of price lists, counting and verifying amount of money in register drawer before and after each shift, tabulating amount of money (sales and original drawer) according to cash handling policies and procedures
- Maintaining area around cash registers for cleanliness and stocking of eating utensils and condiments
- Assist other food service workers in cleanup and operation of standard food service equipment on a limited basis
- Knowledge of simple recipes, food handling/serving procedures and food storage procedures
- 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
- 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:** \$11.00 per hour

**FILING DEADLINE:** Open Until Filled

**TO APPLY:** Visit the Human Resources page of our web site 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**

*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**