

California State University, Fresno Association, Inc.

Paws-N-Go Lead

JOB ANNOUNCEMENT - ASSN #17-845

POSITION

Paws-N-Go Lead – Part-time (up to 25 hours per week), non-benefited position with California State University, Fresno Association – Dining Services. The primary responsibilities will be supervision of the day to day operation of Paws-N-Go. This includes providing leadership and direction in all areas of responsibility, including customer service, cash handling, training and development and maintaining quality and efficiency of the operation(s). Must have a flexible schedule, available morning and evenings being that this position requires switch of shift each month. One (1) month will be scheduled in the morning and the next in the evening.

DUTIES AND RESPONSIBILITIES

Under the supervision of the Dining Services Assistant Manager, the position is responsible for the following.

- Serving as the lead assistant to the Assistant Manager and providing additional management coverage of operating hours and direct supervision of operations in each individual unit
- Operation of a cash register quickly and accurately
- Ensuring the proper food, materials and supplies are available and stocked for employees and customers, including documenting monthly inventory
- Assisting with the training of new employees
- Ensuring great customer service and that all customer complaints are handled quickly and effectively
- Ensuring store appearance and equipment are maintained in a consistent manner
- Seeking opportunities to increase sales, manages appropriate inventory and costs of goods
- Ensuring all company policies, store operating standards, and procedures are communicated effectively and consistently maintained/followed
- Organizing work throughout the store in a manner that facilitates efficient customer service
- Food preparation, following standard food service policies and procedures
- Providing operational support to the Dining Services Assistant Manager when needed

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.

- High school diploma or general education degree (GED) required
- Minimum six (6) months experience in a supervisory position
- Experience in reporting and budget management preferred
- Excellent customer service skills
- Ability to lift, push, pull and/or carry up to 50 pounds
- Proficiency in both oral and verbal communication
- Possess strong interpersonal skills with the ability to multi-task in a fast paced environment
- Understanding and knowledge of safety, sanitation and food handling procedures
- Must be able to take direction and work in a team environment including persons of all ages and backgrounds
- Must have a valid Driver's License as driving is a requirement of this position

SALARY: \$11.00

DEADLINE: Open Until Filled

TO APPLY: Visit our web site at 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

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 EMPLOYER