

# California State University, Fresno Association, Inc.

## Residence Dining Hall Associate

**JOB ANNOUNCEMENT - ASSN #18-896**

### **POSITION**

Part-time, non-benefited position for California State University, Fresno Association – Dining Services. This position will work a flexible schedule, which may include weekends and/or evenings.

### **DUTIES AND RESPONSIBILITIES**

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

- Cleaning all dishware, cookware and utensils
- Preparing breakfast, lunch or dinner entrees following menus and recipes; present food attractively and tastefully as required; reconstitutes left over entrees keeping within guidelines of appearance and quality set by management; see that time schedules for dining areas are kept
- Responsible for the proper presentation of hot and cold food; ensure beverages are sold in proper containers; proper storage and presentation of all alcoholic beverages.
- Maintains the kitchen, kitchen equipment, food stations and related areas in a safe and sanitary condition at all times. Correct or report any sanitation hazards.
- Maintaining sanitary conditions in the dining area by sweeping floors and cleaning up spills, wiping down tables, taking out garbage and following sanitation procedures mandated by the department
- Following customer service guidelines to ensure customer satisfaction demonstrated by a positive attitude and smile
- Maintaining 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 other duties as assigned by the manager

### **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 of safety practices related to food preparation and use of commercial kitchen utensils and equipment
- Knowledge and understanding of monetary transactions
- Ability to lift, push, pull and/or carry up to 50 pounds
- Ability to stand for long periods of time
- Knowledge of methods, materials, chemicals, disinfectants and equipment used in custodial work
- 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
- Valid Driver's License

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

**SALARY:** \$11.00 per hour

**FILING DEADLINE:** Open Until Filled

**TO APPLY:** Visit 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 EMPLOYER**