

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

## **JOB ANNOUNCEMENT - ASSN #09-454**

### **Food Service Worker**

#### **POSITION**

Full-time/part-time, non-benefited positions for Food Services, California State University, Fresno Association. These positions work a flexible schedule, including weekends and/or nights.

#### **DUTIES AND RESPONSIBILITIES**

This position will assist in all facets of food service operations and in any of the Food Service locations. Positions in this broad classification will be responsible for a variety of jobs in the Food Service area which may involve preparation of cold food, waiting on tables, busing dishes, cashiering, counter work, salad making, dessert making, and other duties as assigned.

- Prepares 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.
- Maintain and organize the catering storage area: ensure all equipments are returned, clean and in its designated place.
- Receive and store all merchandise; make deliveries to Food Service operations; properly store merchandise and maintain storage areas: assists in the taking of monthly inventories.
- Maintain vending machines to include stocking, cleaning and minor repair; assist in maintaining product inventory.
- Provide direction and/or training to all part-time and student employees.
- Provide good customer service.
- Cashiering
- 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.
- Assists in the daily, weekly, and periodic cleaning and maintenance duties.
- Adhere to the policies and procedures of the Dining Services and the Association.
- Assists with production, service, and clean up of special functions on and off campus.
- Assists cooks and other staff in the preparation of meals in accordance with established policies; obtain food supplies needed for the preparation of meals.
- Removes all garbage and waste from the kitchen area and ensures that it is properly stored.
- Restock all pantries and work station.

- Clean equipment, walls, floors, tables, cutting boards, refrigerators/freezers, ice machines, etc., and washes and sanitizes utensils; clean all dish room and pot room equipment and food carts in accordance with established policies and procedures.

**REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

The ideal candidate should possess:

- 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 related to food preparation and use of commercial kitchen utensils and equipment
- Knowledge of sanitary methods of food handling
- Skill to monitor inventory levels and requisition supplies to ensure adequate supply of food stuffs
- Skill to add, subtract, multiply and divide; basic skill in using a computer
- Ability to stand for long periods of time
- Knowledge of basic record keeping
- Effective oral and written communication skills
- Ability to read and write English
- Skill in customer service and relation
- Ability to read, understand, and follow written and oral instructions
- Ability to take direction and work with others
- Ability to coordinate task to meet production deadline; work rapidly and efficiently during rush periods
- Skill to establish and maintain cooperative working relationships with staff, parents and students
- Ability to lift, push, pull and/or carry up to 50 pounds

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

**LICENSE:** Valid CA driver's license.

**SALARY**

**\$8.00 per hour**

**FILING DEADLINE:** Review to begin January 11, 2009

**TO APPLY:** Obtain and submit employment application at: **[www.auxiliary.com](http://www.auxiliary.com)**

California State University, Fresno Auxiliaries-Human Resources  
2771 E. Shaw Ave.  
Fresno, CA 93710  
FAX: (559) 278-0988

***Resumes will not be accepted without application***