

California State University, Fresno Association, Inc.

Banquet Associate

JOB ANNOUNCEMENT - ASSN #14-697

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. Banquet Associates may be responsible for serving and preparing food, 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.

- Ability to estimate food quantities and plan the preparation of meals for serving at specified times
- Ability to prepare large quantity meals with a minimum of waste
- Maintaining a clean dining area by sweeping up debris, wiping down tables and taking out garbage
- Greeting the public in a pleasant manner, answering routine questions or referring customers to a person who can answer questions
- Maintaining area around cash registers for cleanliness and stocking of eating utensils and condiments
- 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 of safety practices related to food preparation and use of *commercial kitchen utensils and equipment*
- *Ability to stand for long periods of time*
- Effective oral and written communication skills in English
- Experience in customer service
- Ability to work 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
- Valid Driver's License

EDUCATION: High School diploma or equivalent.

SALARY: \$10.50 per hour

FILING 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