

# California State University, Fresno Association, Inc.

## Subway Associate

**JOB ANNOUNCEMENT - ASSN #18-897**

### POSITION

Part-time, non-benefited position for California State University, Fresno Association – Dining Services. **Multiple shifts are available Monday through Friday 10:30 am to 5:30 pm.** The work schedule may include weekends and/or evenings. Subway Associates are responsible for serving customers, following health and safety procedures and keeping the store and area clean.

### DUTIES AND RESPONSIBILITIES

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

- Completion of on-site training which consists of sandwich preparation, food preparation, baking, packaging, and customer service
- Meeting the public in a pleasant manner, answering routine questions or referring customers to a person who can answer questions
- Maintaining a clean area, assisting other food service workers in cleanup, operating Subway's standard food service equipment on a limited basis
- 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
- Displaying a positive and enthusiastic approach to all assignments by following the employee code of conduct
- 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 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 and sanitary methods involved in food handling and kitchen equipment
- Skill to monitor inventory levels, keep records and requisition supplies to ensure adequate supply of food stuffs
- 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
- Valid Driver's License

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

**SALARY:** \$11.00 per hour

**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/ADA EMPLOYER**