

California State University, Fresno Association, Inc.

Subway Associate

JOB ANNOUNCEMENT - ASSN #16-851

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: \$10.50 per hour

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/ADA EMPLOYER