STUDENT EMPLOYMENT OPPORTUNITIES

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CARL’S JR. COOK

TITLE: CARL’S JR. COOK
DEPARTMENT: CAMPUS DINING
REPORTS TO: LOCATION MANAGER
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $16.50 / PER HOUR
FLSA STATUS: NON-EXEMPT / HOURLY

POSITION SUMMARY:
Under the direction of the location Manager, will work in one of the many campus dining locations to provide an excellent dining experience to its guests.

ESSENTIAL FUNCTIONS:
- Responsible for preparation and cooking of food items
- Cook proteins, vegetables, and other food items on grill or other cooking equipment
- Cleans grills, ovens, and fryers
- Responsible for maintaining equipment and the cleanliness of your surroundings
- Committed to safe food handling, cleanliness, safety, and sanitation standards
- Restocking kitchen and cook line as needed
- Completes CSU and ASC mandatory trainings as directed
- Other duties as assigned

MINIMUM QUALIFICATIONS:
- Previous experience in food services is highly desirable
- Ability to work under pressure and produce high volume and quick service
- Must be customer oriented with good communication and organizational skills.
- A background check must be completed satisfactorily before any candidate can be offered a position with the ASC.

REQUIRED CERTIFICATES
Food Handler Certification required

EDUCATION:
Minimum High School Diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student for Spring semester, 2023

TO APPLY:
Email your resume and availability directly to Campus Dining at csufcampusdining@fullerton.edu
CREW MEMBER

TITLE: CREW MEMBER
DEPARTMENT: CAMPUS DINING
REPORTS TO: LOCATION MANAGER
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $15.50 / PER HOUR
FLSA STATUS: NON-EXEMPT / HOURLY

POSITION SUMMARY:
Under the direction of the location Manager, Crew Members will work in concessions or one of the many campus dining venues to provide an excellent dining experience for its guests. Available shifts are 8 AM - 3 PM, 11 AM - 3PM, and 3 PM - 9 PM.

ESSENTIAL FUNCTIONS:
• Use Point of Sale system and Active Cashier (Mobile Orders) to accurately and promptly take and process customer orders
• Handle cash, debit, and credit card transactions
• Interact with customers, students, faculty and staff, and other campus guests providing excellent and inclusive customer service
• Prepare food items according to the location recipe
• Prepare customer orders and ensure accuracy
• Perform general cleaning duties as assigned
• Maintain cleanliness and sanitation of the work location
• Adherence to health, safety, and hygiene standards in kitchen and operations
• Complete CSU and ASC mandatory trainings as directed
• Weekend schedules are available for concessions.
• Promotes an inclusive environment of teamwork and leads to ensure Diversity, Equity, and Inclusion (DEI) is practiced/applied in department operations, programs, and services
• Other duties as assigned

MINIMUM QUALIFICATIONS:
• Respect for others, good work ethic and have a positive attitude
• Ability to work under pressure and produce high volume and quick service
• Must be customer oriented with good communication and organizational skills
• A background check must be completed satisfactorily before any candidate can be offered a position within ASC.

REQUIRED CERTIFICATES
Food Handler Certification required

EDUCATION:
Minimum High School Diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student for Spring semester, 2023

TO APPLY:
Email your resume and availability directly to Campus Dining at csufcampusdining@fullerton.edu
DISHWASHER

TITLE: DISHWASHER
DEPARTMENT: CAMPUS DINING
REPORTS TO: LOCATION MANAGER
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $16.50 / PER HOUR
FLSA STATUS: NON-EXEMPT / HOURLY

POSITION SUMMARY:
Under the direction of the Food Court General Manager, Dishwashers will work in one of the many campus dining venues to provide an excellent dining experience for its guests. Available shift hours are from 11 AM - 3 PM and 3 PM - 9 PM.

ESSENTIAL FUNCTIONS:
• Wash/Clean all dishes, utensils, pots and pans etc.
• Assist crew members in any equipment clearing needs
• Maintain clean and sanitary conditions in the kitchen, storeroom, and other designated areas
• Sweep and mop kitchen floor as well as walk-ins and other designated areas as needed
• Perform general cleaning duties as assigned
• Maintain cleanliness and sanitation of work location
• Adherence to health, safety and hygiene standards in kitchen and operations
• Completes CSU and ASC mandatory trainings as directed
• Other duties as assigned

MINIMUM QUALIFICATIONS:
• Ability to work under pressure and produce high volume and quick service
• A background check must be completed satisfactorily before any candidate can be offered a position within ASC.

REQUIRED CERTIFICATES
Food Handler Certification required

EDUCATION:
Minimum High School Diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student for Spring semester, 2023

TO APPLY:
Email your resume and availability directly to Campus Dining at csufcampusdining@fullerton.edu
OFFICE OF SPONSORED PROGRAMS INTERN

TITLE: OFFICE OF SPONSORED PROGRAMS INTERN
DEPARTMENT: OFFICE OF SPONSORED PROGRAMS
REPORTS TO: OFFICE OF SPONSORED PROGRAMS MANAGER
EE CLASSIFICATION: STUDENT INTERN (UP TO 20 HOURS PER WEEK)
SALARY: $15.50/HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The Intern for Office of Sponsored Programs (OSP) provides direct administrative support for contracts and grants and directly serves as liaison to Sponsored Program Administrators and/or Auxiliary and university staff.

ESSENTIAL FUNCTIONS:
- Supports contract and grant operations with transactional, account set-up and close, and various compliance report management
- Assist with the close-out process in the Grant Management and ASC financial system
- Assist with record management and retention. Perform archiving of project documents for hardcopy and electronic storage in an efficient and effective manner. Provide documents to the Office of Grants and Contracts as needed or required.
- Serve as back-up to the front desk to help incoming clients
- Develop and maintain email distribution lists
- Set up and maintain a paperless filing system for sponsored program administrators
- Order and monitor office supplies.
- Other duties as assigned

MINIMUM QUALIFICATIONS:
- EDUCATION: High school diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume and availability directly to Jocelyn Sarazua at jsarazua@fullerton.edu
MARKETING INTERN

TITLE: MARKETING INTERN
DEPARTMENT: CAMPUS DINING
REPORTS TO: MARKETING SPECIALIST
EE CLASSIFICATION: STUDENT INTERN (UP TO 20 HOURS PER WEEK)
SALARY: $15.50/HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The Marketing Intern will plan and execute social media marketing strategies for Campus Dining Services with the Marketing Specialist. Other duties include and are not limited to, creating social media analytic reviews, create content for social media, edit photos, create content for digital boards around campus, create flyers, table during events, schedule and curate social media posts, help brainstorm and execute marketing plans to help grow the businesses within Campus Dining.

ESSENTIAL FUNCTIONS:
• Assist the Marketing Specialist in the creation and development of content to distribute on all social media platforms
• Create original graphics and content
• Manage Campus Dining Services social media messaging
• Gather content from relevant accounts and credit content that is used
• Edit content
• Schedule posts on Later
• Real-time coverage of live events and functions
• Maintain and update social media channels
• Post to Instagram Stories
• Promote Grubhub within dining locations
• Research current social media trends
• Reach out to local influencers
• Generate analytic reports
• Other duties as assigned

MINIMUM QUALIFICATIONS:
• EDUCATION: High school diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

TO APPLY:
Email your resume and availability directly to Campus Dining at csufcampusdining@fullerton.edu