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: $20.00 / PER HOUR
FLSA STATUS: NON-EXEMPT

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.

EDUCATION:
Minimum High School Diploma or equivalent.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

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: $20.00 / PER HOUR
FLSA STATUS: NON-EXEMPT

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.

EDUCATION:
Minimum High School Diploma or equivalent.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

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: $20.00 / PER HOUR
FLSA STATUS: NON-EXEMPT

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.

EDUCATION:
Minimum High School Diploma or equivalent.

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student.

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

TITLE: HUMAN RESOURCES INTERN
DEPARTMENT: HUMAN RESOURCES/PAYROLL
REPORTS TO: HUMAN RESOURCES/PAYROLL ASSOCIATE DIRECTOR EE
CLASSIFICATION: STUDENT INTERN (UP TO 20 HOURS PER WEEK)
SALARY: $16.00/HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under the supervision of the HR/Payroll Associate Director, Human Resources Intern, performs clerical and administrative support for recruitment, on-boarding, and personnel changes within the Human Resources/Payroll office.

ESSENTIAL FUNCTIONS:
• Assists with greeting customers to the HR office
• Assists with creating new accounts in Neogov to onboard new hires
• Assists with electronic filing of employee documents
• Assist with E-Verify data entry
• Assist with New Hire, Rehire, and Termination data entry
• Other duties as assigned

MINIMUM QUALIFICATIONS:
• EDUCATION: High school diploma

ADDITIONAL REQUIREMENTS:
Must be a matriculated CSUF student seeking internship credit.

TO APPLY:
Email your resume and availability directly to Bertha Leon at Bleon@fullerton.edu