STUDENT EMPLOYMENT OPPORTUNITIES

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REV. 12.05.23
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

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: $15.50 / 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: $16.50 / 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 - $16.50 / PER HOUR
FLSA STATUS:   NON-EXEMPT

POSITION SUMMARY:
Under the supervision of the Associate HR/Payroll Director, the 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.

TO APPLY:
Email your resume and availability directly to Jocelyn Walton at jowalton@fullerton.edu.
MARKETING/CATERING STUDENT ASSISTANT

TITLE: MARKETING/CATERING STUDENT ASSISTANT
DEPARTMENT: CAMPUS DINING
REPORTS TO: MARKETING MANAGER AND ADMINISTRATIVE SERVICES SUPERVISOR
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $15.50 / PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The Marketing/ Catering Student Assistant will plan and execute social media marketing strategies for Campus Dining Services with the Marketing Manager. Other duties include help plan, execute, and finalize orders and scheduled events according to strict timelines. Other tasks also include being the point of contact for OC Express Catering. This position is the perfect entry-level position for individuals who want to learn how to utilize social media in marketing strategies while having the flexibility to be creative and work in a fun and positive environment.

ESSENTIAL FUNCTIONS:
- Assist the Marketing Manager in the creation and development of content to distribute on all social media platforms.
- Create and edit graphics and content to post on social media platforms, e-blasts, and flyers.
- Research current social media trends and gather content from relevant accounts and create content that is engage to our viewers.
- Use computer software to schedule social media posts, generate analytic reports, and create content.
- Maintain and update social media channels and manage the Campus Dining Services social media messaging.
- Provide real-time coverage for live events and functions, such as informational tabling, giveaways, and promotions.
- Correspond to customers’ requirements by phone or email.
- Use CaterTrax to promptly take and process customer orders and payment.
- Communicate and follow up with clients and Campus Dining team about daily log and ensure concept managers have the day’s banquet event orders (BEO).
- Manage Outlook and CaterTrax (Online Catering Software) event calendars to ensure all have the most up to date information.
- Interact with customers, students, faculty and staff and other campus guests providing excellent and inclusive customer service.
- Assist with data entry as needed.
- Complete CSU and ASC mandatory trainings as directed.
- Other duties as assigned.
MINIMUM QUALIFICATIONS:
- Extensive knowledge of Instagram, TikTok, Facebook, and Twitter.
- Ability to work independently as well as be able to collaborate with others.
- Photograph experience is a plus.
- Detail-oriented.
- Experience with Adobe Suite is a plus.
- Experience with Later is a plus.
- Ability to prioritize projects.
- Interact with various people inside and outside the organization—a high degree of interpersonal skills to work with multiple locations is required.
- Effective oral and written communication.
- Show initiative, have a positive attitude, and dependability.

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.
SPECIAL PROJECT STUDENT ASSISTANT

TITLE: SPECIAL PROJECT STUDENT ASSISTANT
DEPARTMENT: OFFICE OF RESEARCH AND SPONSORED PROJECTS
REPORTS TO: RESEARCH AND SPONSORED PROJECTS AVP
EE CLASSIFICATION: STUDENT (UP TO 20 HOURS PER WEEK)
SALARY: $18.00 - $19.00 / PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The Office of Research and Sponsored Projects (ORSP) works with other units throughout campus to seek external support for faculty research, scholarship, creative activity, and institutional projects that support the educational and service mission of the university.

Under general supervision of the Research and Sponsored Projects AVP, the Special Project Student Assistant will provide content support for the Office of Research and Sponsored Projects (ORSP). Job responsibilities will include technical assistant needed to various special projects including InfoReady platform. This position will also gather, clean, and publish content from various platforms such as CSUF InfoReady to the ORSP website, calendar, newsletter, annual reports, and social media. As well as compiling, entering, cleaning, and running statistics on content for monthly and annual reports.

ESSENTIAL FUNCTIONS:
- Update and maintain InfoReady (intramural grant proposal submission software) and coordinate grant and other opportunities with the office.
- Admin duties for ORSP calls and grants managed through InfoReady.
- Perform clerical duties, respond to emails, maintain files, and organize documents.
- Work on special projects for the AVP.
- Maintain Excel files, documents, drafts, and reports.
- Maintain databases and input/export information, data, and records.
- Other tasks as needed by ORSP.

MINIMUM QUALIFICATIONS:
- Must be a matriculated CSUF student in good academic standing.
- Energetic and eager to tackle new projects and ideas.
- Self-directed and able to work with minimal supervision.
- Proficient computer skills, preferably Microsoft Office Suite applications (Word, PowerPoint, and Excel), Qualtrics, Adobe, UI, Web editing tools, and other software as needed.
- Excellent written and verbal communication skills.

TO APPLY:
Email your resume and availability directly to ORSP at orsp@fullerton.edu.