July 7, 2017

Cashier, UAS 1507
UAS Food Service

**Salary Range:** $12.00 - $14.00/ Hourly

**Work Schedule:** This is a part-time position; Monday – Friday (hours to be determined); non-exempt position. This position is not eligible for benefits.

**Summary:** UAS Food Services provides retail sales options for the California State University Los Angeles campus. The candidate for this position must be able to adhere to an extremely high set of customer service standards and be proficient in basic customer service and cashier functions. The incumbent reports to the Executive Chef and Food Service Director.

**Duties:**

- 50% - Ring up sales as customers check out.
- 10% - Accepts money for purchases and returns accurate change to customers.
- 10% - Reconciles register accurately.
- 5% - Stocks condiments and paper goods at the cash registers.
- 10% - Keeps check stand area clean and organized.
- 5% - Maintains coffee station as necessary.
- 5% - Performs other duties as assigned.

**Requirements:** The successful candidate will have a minimum High school diploma or general education degree (GED); able to maintain positive and cooperative attitude in dealing with staff, co-workers, customers, and the campus community; possess strong customer service skills; have flexibility to a changing schedule dictated by client needs. The incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent is responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications will begin July 14, 2017 and will continue until the positions are filled; however, the recruitment may close when an adequate number of qualified applications are received.

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.