Assistant Retail Manager, UAS 1657
UAS Dining Services

Salary Range: Salary Range: $18.00 - $25.00/ hourly

Work Schedule: This is a full-time position; Monday – Friday 8:00 a.m. to 5:00 p.m.; Non-exempt position. This position is eligible for partial benefits. This is a temporary appointment.

Position Overview: Under the supervision of the Executive Chef and Food Service Director, the Assistant Retail Manager will function as a multipurpose employee and is responsible for the daily oversight and production of the retail operations. The candidate for this position must be able to adhere to an extremely high set of customer service standards and be proficient in basic computer.

Essential Duties:
• Perform daily functions that assure proper operations of retail outlets. (cashier, food handling, host, expediting).
• Coordinates logistic routes for timely food delivery to retail stores.
• Assists in the ordering and stocking of product for Retail operations.
• Ensure safety standards are maintained at all retail outlets.
• Assist in scheduling and supervision of onsite retail workers.
• Greets and thanks customers pleasantly.
• Assist customers where possible
• Maintains a neat, tidy, and orderly work area
• Performs other duties as assigned.

Requirements and Qualifications: The successful candidate will be a self-starter with a high school diploma and the ability to maintain a positive and cooperative attitude in dealing with staff, co-workers, customers, and the campus community; possess strong customer service skills. The incumbent must also demonstrate an interest and 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 may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin December 23, 2019 and will continue until the position is filled; however, the position 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.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

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