Date: 10/1/14

Housing Host (4 positions), UAS1417
Housing Meal Plan

Salary Range: $9.50 - $11.50/hourly, depending on experience.

Work Schedule: Part-time; work schedule generally is Monday – Friday from 7:30 a.m. to 7:30 p.m. and Saturday – Sunday 9:00 a.m. to 3:00 p.m.; non-exempt classification. Appointment expires on/before June 30, 2015 and is subject to renewal depending on the availability of program funding. This position is not eligible for benefits.

Essential Functions: Under the general direction of the Operations Coordinator, the incumbent duties will include basic operation of the point-of-sale (POS) Blackboard swipe control system; swipe ID (One Card) cards for entry into dining commons; greet students and staff in a pleasant manner when entering dining commons; explain rules and regulations to students upon entry into dining commons; secure entry so no food leaves premises; maintain general cleanliness of dining area; resetting chairs and wiping down tables; stocking of condiment and cutlery stations; developing a positive working relationship with department and organization staff; and perform other duties as assigned.

Requirements: A completed UAS employment application is required. High school diploma or general education degree (GED). The incumbent will be a self-starter with some familiarity with a point-of-sale systems; able to maintain a positive and cooperative attitude in dealing with staff, co-workers, customers, and the campus community; possess strong customer service skills; and 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.

http://web.calstatela.edu/univ/uas/doc/forms/humanresources/employment_application.pdf

Review of applications/resumes will begin on October 7, 2014 and continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed Student Employment Application is required along with attachments noted above.

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State L.A. 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.