May 27, 2016

POSITION ANNOUNCEMENT

TITLE:    Service Associate
DEPARTMENT:   Receiving
REPORTS TO:  Assistant Operations Manager
HOURS:    Seasonal, Part-time (10 – 20 hours per week)
SALARY:    $10.00 per hour
FLSA STATUS:  Non-exempt

POSITION SUMMARY:
Under the direction of the Assistant Operations Manager, the service associate will be responsible for inbound and outbound of all course materials, supplies, clothing, computers and food.

OUR MISSION:
As a division of the CSUF Auxiliary Services Corporation, the mission of Titan Shops is to support the academic goals and strategies of California State University, Fullerton. Titan Shops is dedicated to providing students, faculty, staff, alumni, and fans with excellent customer service by offering quality products at competitive prices, while identifying new ways to enhance the campus community. All proceeds from Titan Shops operations are used to fund programs and services benefitting CSUF.

OUR ASSOCIATES:
Titan Shops associates must sincerely agree with and believe in our mission and strive to deliver the Titan Shops Experience to our customers. The following qualities and characteristics are essential to an associate’s ability to deliver the Titan Shops Experience and support our mission:
1. Positive attitude and genuine desire to assist people.
2. Willingness to learn and adapt to new challenges.
3. Respect for customers and fellow co-workers.
4. Initiative and a strong work ethic.
5. Good moral character.

ESSENTIAL FUNCTIONS:
1. Handling of all inbound and outbound goods and course materials.
2. Counting and sorting all inbound goods and course materials against packing slips.
3. Inspecting the received goods and course materials, making note of any damages and discrepancies.
4. Keeping record of all received goods.
5. Tagging, labeling, and pricing of all merchandise and course materials.
7. Adhere to Titan Shops “Transfer Policy”
8. Working in accord with all safety regulations of the warehouse.
9. Coordinating work with fellow workers and other team members.
10. Other operational duties assigned.

MINIMUM QUALIFICATIONS:

Education:
High school degree or equivalent certification preferred.

Experience:
1. Some familiarity with computerized inventory systems.
2. General math

Knowledge:
1. Outlook, Access, Excel.
2. Basic knowledge of using and operating warehouse equipment.

Requirements
1. Attention to detail and accuracy.
2. Strong written and verbal communication skills.
3. Daily attendance.

PHYSICAL DEMANDS:
1. Requires lifting over 60 – 70 lbs.
2. Stand for long periods, repetitive bending, twisting, stooping, push pull, climbing ladders and walking.

APPLICATION PROCEDURE: To be considered an applicant; you must apply through our online applicant portal found on the following site:
http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

CSU Fullerton Auxiliary Services Corporation 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.