**CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.**

# Position Title: Sales Associate – Bulldog Bowl

Part time student 10 - 20 hours per week, work evenings and weekends.

Bulldog Bowl is open seven days a week.

Must be flexible and be able to work nights and weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Operates Point of Sales System, debit/credit card machine and uses appropriate cash handling procedures.
2. Answers incoming phone calls and respond to emails in timely manner.
3. Investigates minor stoppages or malfunctions of equipment and correct if possible.
4. Greet guests, be able to work in fast paces environment. Must be able to be professional and courteous at all time.
5. Issues equipment in the Bulldog Bowl such as cue sticks, billiards balls, and bowling shoes.
6. Ensures that the equipment and facilities are being used in a safe manner.
7. Monitors supplies and informs the supervisor when supplies are needed.
8. General cleaning of counter and display cases by wiping down area with proper cleaning supplies.
9. Responsible for start and end of each shift and to cash out.
10. Employee will work the Bulldog Bowl events that are scheduled, as needed.
11. Make group reservations and lane reservations.
12. Must be punctual and regular in attendance and arrive on time.
13. Must be able to work independently and be able to work under pressure and in stressful situations.
14. Bulldog Bowl is open seven days a week. Must be able to work winter and summer breaks.
15. Other duties may be assigned as needed.

**MINIMUM QUALIFICATIONS**

1. Must be a Fresno State Student- Student employment opportunities are for students currently enrolled at Fresno State in a minimum of at least 6 units for **Undergraduate** students with a minimum GPA of 2.00 per previous semester. **International undergraduate** students are required to be enrolled in a minimum of 12 units, with a minimum cumulative GPA of 2.00 and to provide documentation of appropriate and required work forms. **Graduate** students must be enrolled for a minimum of at least 4 units with a cumulative GPA of 3.00. **International graduate** students are required to be enrolled in minimum of 9 units.
2. Cash handling experience preferred.
3. Interact positively and effectively with persons from diverse backgrounds and cultures
4. Must be physically able to climb on top of pinsetter machines.
5. Employee is frequently required to stand and move items up to 20 pounds.

5/30/2019