

## Dining Service Attendant Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=230754>

Downloaded On: May. 8, 2024 7:20am

Posted Feb. 15, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Dining Service Attendant
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Dining Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20178?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20178?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

**This role is an academic year position.**

**Shift: Monday - Thursday; 11:45AM -8:15PM and Friday; 6:00AM - 2:30PM.**

Tufts Dining is a self-operated food service provider managing a comprehensive collegiate dining program on the Tufts University Medford/Somerville and SMFA/Fenway campus, delivering high quality, contemporary and innovative food, and hospitality services to meet the various needs of students, staff, faculty, administrators, and visitors in a fiscally responsible manner. Our team provides a progressive resident dining program as well as innovative retail services, and a distinctive university catering program serving a campus community comprised of 6500 undergraduates, 2100 graduate students, and 2300 staff, faculty and administrators.

## Dining Service Attendant Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=230754>

Downloaded On: May. 8, 2024 7:20am

Posted Feb. 15, 2024, set to expire Dec. 31, 2024

*Residential Dining Centers and Catering are open 7 days a week. Working Weekends and Evenings will be expected.*

### What You'll Do

The Dining Service Attendant will provide outstanding service to customers by engaging in a variety of general food service and hospitality related tasks.

- The Dining Service Attendant will consistently greet, welcome, and interact with customers in a warm, friendly manner to promote an atmosphere of hospitality and familiarity.
- They will be knowledgeable about the ingredients and preparation methods of food served, especially with regards to the presence of potential allergens.
- They will prepare, assemble and/or serve various foods and beverages in a professional manner.
- They will keep assigned food service stations well-tended and ensure storage areas are properly stocked.
- They will set up and maintain assigned food service stations throughout service periods and will assist elsewhere in the unit as customer demand requires.
- They will break-down, clean and sanitize food service stations including service equipment and dining room seating areas according to established procedures throughout service periods.
- They will set up, work, and break down all stations and dining rooms as required.
- They will assist the culinary staff with basic food service tasks such as carving meats, light cooking and food and beverage preparation.
- They will assist with steaming, frying, reheating, grilling, garnishing, and food display.
- General cleaning tasks in accordance with accepted food service sanitation standards that are assigned as part of the daily unit housekeeping and sanitation schedules.
- They will provide table service and other related tasks for special events.
- They will be able to handle cash appropriately, count cash drawers, deposit in accordance with cash handling procedures, and operate the department POS system.
- Must demonstrate the ability to work under periods of fast pace and high pressure
- All employees are responsible for punching in and out in accordance with department policy and standards.
  - They must be given permission from a manager to punch in early or stay past their schedule "out time."
  - All employees will adhere to posted schedule and all requests for time off will be granted based on business needs.
  - In accordance with the CBA, schedules will be posted 14 days (excludes catering) in advance.
  - Time off requests must follow proper procedure and will be approved/denied in accordance with department needs.
  - No requests will be honored for Senior Week, Holidays, Alumni and Parents' Weekend, Commencement, Orientation, Matriculation, or Special Events during the Academic Year.

### What We're Looking For

#### Basic Requirements:

- Must have tolerance for long shifts standing, walking, lifting, and performing various other repetitive tasks

## Dining Service Attendant Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=230754>

Downloaded On: May. 8, 2024 7:20am

Posted Feb. 15, 2024, set to expire Dec. 31, 2024

- Must be able to read, write, speak and understand English in order to communicate effectively with management, peers and customers
- Must have good interpersonal skills and the ability to comfortably interact with customers and peers in a friendly, helpful manner
- Must be able to understand and perform basic food service sanitation and safety practices
- Must have the ability to take direction from leadership, and to understand job requirements and show initiative in completing related customer service job tasks
- Must have an appreciation for teamwork and willingness to work together with peers
- Must be a team player who is willing to be held accountable for the quality of products produced by others, for meeting tight deadlines, and for contributing to the success of the operation

### **Preferred Qualifications:**

- Broad range of food service experience
- Mastery of all Dining Service Attendant duties
- Successful high-volume customer service and hospitality experience
- Previous cashier experience and having worked with POS systems

**The pay rate for this position is \$21.95 / hour.**

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

,