

**Assistant Unit Manager  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=233791>

Downloaded On: May. 16, 2024 5:58am

Posted Apr. 2, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Assistant Unit Manager
<b>Department</b>	Tufts Dining
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Apr. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Residential Life Dining Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20320?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20320?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Overview

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.

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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, 2200 graduate students, and 2300 staff, faculty and administrators.

### What You'll Do

The Assistant Unit Manager for Residential Dining is responsible for the effective daily management of a resident board dining center serving on average over 3000 meals per day, seven days per week.

- The Assistant Unit Manager will provide leadership in the areas of customer service, hospitality, food preparation, quality control, food service sanitation, housekeeping, equipment maintenance, marketing, special events planning, and execution.
- They will assist the unit manager with the responsibilities of compliance with department policies, procedures and standards, state and municipal regulations, and university policies and procedures.
- As a Manager-On-Duty, they will work collaboratively with members of the unit management team to deliver the highest quality dining experience every day.

### What We're Looking For

#### Basic Requirements:

- Associate degree in hospitality or food service management or equivalent experience
- Three to five years of food service management experience with at least 2 years managing in high volume food service operation required
- Outstanding interpersonal and organization skills and strong verbal and written communication skills are important
- Demonstrated knowledge of production planning and fiscal management while maintaining high customer satisfaction in a high-volume resident dining program
- Experience with a demonstrated record of teamwork, inclusion, collaboration and partnering

#### Preferred Qualifications:

- Bachelor's degree in hospitality, dietetics, culinary arts or food service management
- Outstanding communication skills including interpersonal communication, writing, public speaking, and presenting

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- Working knowledge of a residential food service program in a college or university
- Working knowledge of automated food productions systems such as Foodpro or CBORD and sophisticated POS systems such as Sequoia, Blackboard or Micros
- ServSafe Manager Certification

### **Special Work Schedule Requirements:**

- Involves a flexible schedule including weekends and evening shifts
- Schedule is subject to change based on the needs of the business
- A 50+ work week is anticipated during the academic terms
- Travel will occur occasionally in the form of professional development, advanced skills training, or to conduct market research

### **Pay Range**

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

### **Contact Information**

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

### **Contact**

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