

Food Service Manager Tufts University

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Posted Aug. 3, 2022, set to expire Dec. 16, 2022

Job Title	Food Service Manager
Department	Tufts University
Institution	Tufts University Medford, Massachusetts
Date Posted	Aug. 3, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Dining Services
Job Website	https://jobs.tufts.edu/jobs/17706?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply Online Here	https://jobs.tufts.edu/jobs/17706?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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Job Description	

Overview

Tufts Dining is a self-operated food service provider managing a comprehensive collegiate food service program on the Tufts University Medford/Somerville campus, delivering high quality, contemporary and innovative food and hospitality services to meet the various needs of students, faculty, staff and visitors in a fiscally responsible manner. Our team operates a progressive resident dining program for approximately 4500 meal plan holders as well as responsive retail services and a distinctive university

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catering program serving the campus community of 5600 undergraduates, 2400 graduate students, and 2300 faculty, staff, and administrators.

What You'll Do

The Assistant Unit Manager, Resident Dining is responsible for the effective daily management of a resident board dining center serving on average over 1500 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.
- 3 to 5 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
- 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.

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- ServSafe Manager Certification

Special Work Schedule Requirements:

Primary work schedule is Saturday to Wednesday during the academic year, and some weekends, evening and holiday work is expected when classes are in session and periodically during the summer. Schedule is subject to change based on the needs of the business. A 50+ work week is anticipated during the academic terms.

An employee in this position must complete all appropriate background checks at the time of hire, promotion, or transfer.

Equal Opportunity Employer – minority/females/veterans/disability/sexual orientation/gender identity.

Contact Information

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

Contact