

Lead Food Service Steward Tufts University

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Posted Jan. 8, 2024, set to expire Dec. 31, 2024

Job Title	Lead Food Service Steward
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Jan. 8, 2024
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/20007?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This role is an academic year position.

Shift: Tuesday - Thursday 1:30PM -10:00PM; Friday & Saturday 12:30PM to 9:00PM

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 6000 undergraduates, 2100 graduate students, and 2300 staff, faculty and administrators.

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Residential Dining Centers and Catering are open 7 days a week. Working weekends and evenings will be expected.

What You'll Do

The Lead Food Service Steward will coordinate and oversee the stewarding work of General Workers, dish room workers and pot washers in the unit under the direction of management to ensure the housekeeping, cleaning and sanitation work of the unit is completed daily to departmental standards.

The Lead Food Service Steward will be responsible for the following:

- Cleaning and minor maintenance of a food service facility and all of its food service equipment and furnishings.
- Dish room work including scraping, sorting, loading/unloading dish machine, and stocking wares in the dining room and kitchen areas, as well as the setup, break down and minor maintenance of the dish machine and pulper
- Floor care including sweeping, mopping, scrubbing, stripping, waxing floors and vacuuming and shampooing carpets
- Proper trash disposal and keeping trash receptacles clean, sanitary and operational set up.
- Cleaning, maintenance and sanitation of beverage and soft serve ice cream machines.
- The maintenance and organization of the unit's supply of cleaning chemicals and equipment; and for the overall general upkeep and sanitation of the unit.
- Will coordinate the set up and break down of furniture and equipment in the unit for regular operations as well as for special events including moving furniture and equipment.
- They may keep an inventory of furniture, equipment, cleaning chemicals and supplies, china and small wares, and report replacement and repair needs to management.
- They will work closely with management, acting as a shift leader, coordinating the work of all food service employees (benefited, temporary and student) on assigned shifts.
- The Lead Food Service Steward will engage in job specific training and coaching of the General Assistance.
- They will teach and coach service employees to work the various stations within the unit. Lead Food Service Steward will ensure all work stations and dining areas are properly cleaned and sanitized prior to closing out a shift.
- They will ensure all equipment and supplies are properly stocked at each station.
- Demonstrate the ability to working under periods of high pressure.
 - All employees are responsible for punching in and out according to the posted schedule.
 - 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.
 - No requests will be honored for Senior Week, Commencement, Orientation, or Matriculation.

What We're Looking For

Basic Requirements:

- 2-4 years of experience
- Highschool Diploma or GED required

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- Must be able to speak and understand English
- Must be able to repeatedly lift a minimum of 50 lbs

Preferred Qualifications:

- The qualified person will be a flexible, self-motivated, independent worker willing and able to learn and perform various custodial and sanitation tasks as needed
- Previous experience as a steward, custodian, janitor or cleaner in a hotel, restaurant or hospitality institution is desired
- Must be able to communicate effectively with management and staff in a clear and appropriate manner
- Must be willing to assist in the unit in a variety of ways and have a friendly and helpful attitude
- Handy with minor repairs and has experience with floor and carpet care
- Tufts Dining is a hospitality-oriented service provider, allemployees are expected to be customer service sensitive

The pay rate for this position is \$22.95 / hour.

Contact Information

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

Contact