

## General Assistant Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=230954>

Downloaded On: Nov. 21, 2024 3:15pm

Posted Feb. 19, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	General Assistant
<b>Department</b>	
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Feb. 19, 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/20187?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20187?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

#### **Shift: To Be Determined**

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.

*Residential Dining Centers and Catering are Open 7 Days a Week. Working Weekends and Evenings will be Expected.*

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### What You'll Do

The General Assistant will be responsible for providing service to our internal and external customer in a variety of ways including but not limited to cleaning, ware washing, pot washing, dish room, stocking, sweeping, mopping and the overall upkeep and sanitation and housekeeping of the unit.

- The General Assistant will wash pots, pans, utensils, air dry, and put it away in their designated areas for use.
- The General Assistant will be responsible for correctly using cleaning and sanitizing agents while also ensuring the water is at the proper temperature.
- General Assistants will keep the unit mop sink and custodial rooms organized and clean
- Assist management's efforts to keep equipment, props and all supplies in their designated storage areas.
- The General Assistant will assist in moving equipment on and off dining vehicles in and outside of the Unit.
- The General Assistant will follow all established procedures for cleaning small-wares and equipment.
- The General Assistant will also be responsible for ensuring the proper disposal of trash, recycling, composting, and upkeep of storage bins/barrels and containers.
- The General Assistant may also be asked to assist with basic kitchen tasks.
- The General Assistant may at times need to provide support and assistance to assigned helpers.
- 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 Weekend, Commencement, Orientation, Matriculation, or Special Events during the Academic Year.

### What We're Looking For

#### Basic Requirements:

- Must be able to speak and understand the English language
- Must be able to lift 50 lbs
- The qualified person must be flexible and willing to learn and executing various jobs as needed
- The successful individual must enjoy a high degree of (internal, external) contact and have a friendly and helpful attitude

#### Preferred Qualifications:

- GED or High school diploma

**The pay rate for this position is \$21.45 / hour.**



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### **Contact Information**

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

### **Contact**

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