

Chef Manager - Hodgdon Hall Tufts University

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Posted May 22, 2024, set to expire Dec. 31, 2024

Job Title	Chef Manager - Hodgdon Hall
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	May 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Dining Services
Job Website	https://jobs.tufts.edu/jobs/20505?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

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.

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.

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What You'll Do

The Chef Manager is responsible for the effective management of the kitchen, food production stations and culinary staff in the retail dining unit.

- The Chef Manager provides leadership in the areas of food preparation and presentation, menu and recipe development, quality control, sanitation, food-borne illness prevention, inventory control, production forecasting and food and supplies ordering.
- Monitors all food production procedures, directly supervises culinary staff, and provides culinary skills training to all unit staff.
- Fosters creativity and productivity in employees through positive daily interactions and on-going coaching. Ensures the timely service of consistently high quality and safe foods with authentic flavors and appetizing appearance and within acceptable cost parameters, accomplishing all this through effective production scheduling, ensuring proper preparation techniques, effective recipe and inventory management and successful communication with peers, staff, and customers.
- The Chef Manager is expected to become proficient with FoodPro software.
- The Chef Manager works closely with front-of-the-house service staff to ensure proper food presentation and excellent customer service.
- As a member of the unit management team the Chef Manager is responsible for the overall supervision of Manager-on-Duty shifts as scheduled and works cooperatively with members of the unit management team to deliver a high-quality dining experience.
- The Chef Manager must demonstrate strong culinary skills with experience in recipe and menu development, and general food service management.
- Must possess strong and effective communication skills, verbal, and writing. Must have substantial experience with various food production equipment, culinary techniques, and cuisines.
- Self-motivated and creative with a positive attitude.
- Must be detail-oriented, organized, and able to lead and direct a culinary staff of varied experience levels and be flexible as business demands.
- Must work well under time-pressure and in a structured environment.

What We're Looking For

Basic Requirements:

- 5 years supervising staff in a high-volume food production operation
- Associate's Degree in the Culinary Arts or an equivalent combination of education and related work experience
- Computer competence including familiarity with food management/production systems and Microsoft Office

Preferred Qualifications:

- Kosher Food Service Experience

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- ServSafe Certification
- ACF (American Culinary Federation) Certification
- Certificate of Allergen Awareness Training

Special Work Schedule Requirements:

- This is an on-site position
- Travel will occur occasionally in the form of professional development, advanced skills training, or to conduct market research
- A 50 hour work week is anticipated during the academic terms. Typically work is conducted in five days with two days off. Hodgdon Hall is a seven day operation and flexibility in schedule is needed
- Schedule is subject to change based on the needs of the business

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