

Chef Manager - Recipe Development Tufts University

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

Job Title	Chef Manager - Recipe Development
Department	Tufts Dining
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 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/20746?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 for Central Culinary Services reports to the Director of Dining Operations.

- They will be responsible for the food production of prepared retail products, bakery products, and the bulk production of ingredients to support dining operations.
- They will be responsible for the effective management of kitchen, food production stations, culinary operations, and support staff in Central Culinary Services for the timely and proper delivery of these products to the various units on the Medford/Somerville and SMFA campuses.
- The Chef Manager for Recipe Development will provide leadership in the areas of food preparation, menu and recipe development, quality control, sanitation, food-borne illness prevention, inventory control, production forecasting and food and supplies ordering.
- They will assign work according to production demands; schedule production to meet established deadlines; ensure recipes are accurate, correct and are followed precisely; utilize inventory and resources appropriately; ensure quantity and quality of finished product; evaluate taste, texture and appearance of finished product, review sub-quality product prior to shipping and analyze and recommend solutions to production or quality problems.
- They will assist maintaining all record keeping for a HACCP plan that is on file with the Somerville BOH for the reduced oxygen packaging of soup production.
- They will also work in collaboration with the Chef Manager to ensure all production changes are anticipated and forecasted for in a fiscally responsible manner.
- They will supervise hourly staff and provide coaching and training to ensure the highest level of quality control and service.
- The Chef Manager for Recipe Development will ensure that production deadlines are met and that products are delivered to the point-of-service in a timely manner.
- They will be expected to become proficient with FoodPro software.
- They will be responsible for compliance of department quality standards, program goals, financial targets and all Tufts University and Dining Services policies and procedures.

What We're Looking For

Basic Requirements:

- 5 years supervising staff in a high-volume food production operation



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- 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:

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

Special Work Schedule Requirements:

- This is an on-site position
- Some travel required for training and seminars to advance professional development.
- A 50 hour work week is anticipated during the academic terms. Typically work is conducted in five days with two days off. Dining 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 \$58,750.00, Midpoint \$73,550.00, Maximum \$88,300.00

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