

## Catering Admin Coordinator Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=244483>

Downloaded On: Sep. 13, 2024 12:14pm

Posted Sep. 9, 2024, set to expire Jan. 20, 2025

<b>Job Title</b>	Catering Admin Coordinator
<b>Department</b>	Tufts Dining
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Sep. 9, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Dining Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20917?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20917?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### 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 4,000 students as well as responsive retail services and a distinctive university catering program serving the campus community totaling 5,100 undergraduates, 1,700 graduate students, and 2,300 faculty, staff 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

Under direct supervision the position will report directly to the Catering Sales Manager. Tufts Catering Administrative position will support the Sales and Operations of the Catering Unit.

The focus of the position will be:

- Reconciling and processing Catering billing
- Daily accounts receivable and payable entries
- Maintaining catering event calendar
- Producing event signage
- Other relevant Catering admin duties

### What We're Looking For

#### Basic Requirements:

- Completion of high school or GED diploma and 3-5 years of related experience required
- Detail-oriented team player will possess outstanding and current office administrative skills including experience in hospitality, event planning or equivalent software systems
- Must possess exceptional written and verbal skills and will accurately communicate event information in a timely manner to ensure success of all events
- Work independently and effectively and must have the ability to multi-task in a busy office environment with frequent interruptions
- Expectations also include understanding catering and hospitality terminology
- Proficient with MS Office Suite especially Outlook, Excel and Word
- Support all Tufts Dining Administrative duties and maybe asked to work weekends and evenings during peak event seasons

#### Preferred Qualifications:

- Associates degree or Hospitality degree
- Experience with automated food management systems such as FoodPro

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- Experience using and updating a database
- Catering sales, event planning and/or other culinary experience

### **Pay Range**

Minimum \$22.10, Midpoint \$26.30, Maximum \$30.50

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**