

## Unit Manager-Dining Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=245763>

Downloaded On: Dec. 22, 2024 8:21am

Posted Sep. 25, 2024, set to expire Feb. 7, 2025

<b>Job Title</b>	Unit Manager-Dining
<b>Department</b>	Tufts Dining
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Sep. 25, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Dining Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20972?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20972?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 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.

### What You'll Do

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The Unit Manager of Central Culinary Services reports to the Director of Dining Operations.

- They will be responsible for the food production and distribution of prepared products, bakery items, and the bulk production of ingredients to support dining operations.
- They will be responsible for the effective management of the kitchen, food production stations, and culinary operations, supporting the Central Culinary Services staff to a timely and proper delivery of these products to the various units on the Medford/Somerville and SMFA campuses.
- The Unit Manager 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.
- Implement effective assembly techniques.
- Maintain all record keeping for a HACCP plan that is on file with the Somerville BOH for the reduced oxygen packaging of other items.
- They will also work effectively with the Chef Manager to ensure all production changes are anticipated and forecasted for in a fiscally responsible manner.
- They will hire and supervise hourly staff and provide coaching and training to ensure the highest level of quality control and service.
- The Unit Manager will ensure that production deadlines are met and that products are delivered to the point-of-service in a timely manner.
- The Unit Manager will be responsible for the activity and safety of the main loading dock and the maintenance of a dining truck and van.
- The Unit Manager 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:

- 5-7 years supervising staff in a high-volume food production operation in Commissary Kitchens
- Associates 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 Certification
- Certificate of Allergen Awareness Training

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### **Special Work Schedule Requirements:**

- Some travel is 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 operates seven days a week, requiring flexibility in scheduling that may change based on business needs

### **Pay Range**

Minimum \$71,050.00, Midpoint \$88,850.00, Maximum \$106,700.00

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**