

Unit Manager-Dining Tufts University

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

Job Title	Unit Manager-Dining
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 25, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Dining Services
Job Website	https://jobs.tufts.edu/jobs/20972?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.

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