

Kosher Chef Manager Tufts University

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Posted Oct. 8, 2024, set to expire Feb. 20, 2025

Job Title	Kosher Chef Manager
Department	Tufts Dining
Institution	Tufts University Medford, Massachusetts
Date Posted	Oct. 8, 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/21011?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

The Kosher Chef Manager reports to the Retail General Manager. The Kosher Chef Manager is responsible for overseeing and managing all culinary operations related to kosher food preparation and service in accordance with kosher dietary laws. This role

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combines leadership, culinary expertise, and knowledge of kashrut to ensure a high-quality kosher dining experience for guests.

- The Kosher Chef Manager will manage kitchen staff, handle menu planning, maintain relationships with kosher certifying authorities, and ensure that all food is prepared, stored, and served in compliance with kosher regulations.
- Oversee the preparation of kosher meals, ensuring adherence to kashrut laws and standards.
- Develop and implement innovative, diverse, and seasonal kosher menus that cater to various dietary preferences (e.g., gluten-free, vegan, etc.).
- Supervise all stages of food preparation, from receiving ingredients to plating, ensuring that kosher practices are followed.
- Ensure proper separation of meat, dairy, and pareve items in storage, preparation, and service areas.
- Maintain a close relationship with kosher certifying authorities (mashgiach or other supervision bodies) to ensure full compliance with kosher certification.
- Regularly inspect kitchen operations, ensuring adherence to all health, safety, and kosher guidelines.
- Train kitchen and service staff on kosher laws and kitchen practices, including food handling and proper equipment usage.
- Ensure all kitchen tools, equipment, and workstations are kosher-certified and properly maintained.
- Lead, train, and motivate kitchen staff, fostering a positive and productive work environment.
- Schedule and manage kitchen staff shifts, ensuring appropriate coverage for all meal periods.
- Conduct performance reviews and manage staff performance, providing coaching and feedback as needed.
- Manage inventory, ensuring that all ingredients meet kosher standards and are properly labeled.
- Control food and labor costs by monitoring budgets and managing waste.
- Coordinate with suppliers to source high-quality kosher ingredients.
- Ensure proper documentation and labeling of all kosher products.
- Oversee the quality, taste, and presentation of kosher meals served to guests.
- Address any guest inquiries or complaints regarding kosher food service in a professional manner.
- Collaborate with event planners or guests to accommodate special requests, such as kosher meals for weddings, bar mitzvahs, or other events.
- Learn and become proficient with FoodPro software.
- The Kosher Chef Manager 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:

- Minimum 5 years of culinary experience, with at least 2 years in kosher food preparation
- Previous management or supervisory experience in a food service setting is required
- Associates Degree in the Culinary Arts or an equivalent combination of education and related work experience
- In-depth knowledge of kosher dietary laws and regulations
- Familiarity with kosher certification processes and compliance
- Strong understanding of food safety and sanitation standards (HACCP)
- Computer competence including familiarity with food management/production systems and Microsoft Office
- Excellent leadership and communication skills
- Ability to manage a diverse team and handle high-pressure situations.
- Strong organizational skills and attention to detail

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Preferred Qualifications:

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

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 \$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