

**Assistant Unit Manager - Carmichael Dining  
Tufts University**

Direct Link: <https://www.AcademicKeys.com/r?job=256766>

Downloaded On: Dec. 11, 2025 7:08am

Posted May 8, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	Assistant Unit Manager - Carmichael Dining
<b>Department</b>	Tufts Dining
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 8, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Dining Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21420?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21420?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>

**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.

*Dining Centers and Catering are open 7 days a week. Working weekends, evenings, and holidays will be expected.*

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### What You'll Do

The Assistant Unit Manager for Residential Dining is responsible for the effective daily management of a resident board dining center serving on average 2000 meals per day, seven days per week.

- The Assistant Unit Manager will provide leadership in the areas of customer service, hospitality, food preparation, quality control, food service sanitation, housekeeping, equipment maintenance, marketing, special events planning, and execution.
- They will assist the unit manager with the responsibilities of compliance with department policies, procedures and standards, state and municipal regulations, and university policies and procedures.
- As a manager-on-Duty, they will work collaboratively with members of the unit management team to deliver the highest quality dining experience every day

### What We're Looking For

#### Basic Requirements:

- Associate degree in hospitality or food service management or equivalent experience
- At least 3 – 5 years of food service management experience with at least 2 years managing in high volume food service operation required
- Outstanding interpersonal and organizational skills and strong verbal and written communication skills are important
- Demonstrated knowledge of production planning and fiscal management while maintaining high customer satisfaction in a high-volume resident dining program
- Experience with a demonstrated record of teamwork, inclusion, collaboration and partnering

#### Preferred Qualifications:

- Bachelor's degree in hospitality, dietetics, culinary arts or food service management
- Outstanding communication skills including interpersonal communication, writing, public speaking, and presenting
- Working knowledge of a residential food service program in a college or university
- Working knowledge of automated food productions systems such as Foodpro or CBORD and POS systems such as Sequoia, Blackboard or Micros
- ServSafe Manager Certification

#### Work Schedule Requirements:

- This is an on-site position
- Dining Centers and Catering are open 7 days a week. Working weekends, evenings, and holidays will be expected
- A 50 hour work week is anticipated. This schedule is typically completed in five days with two days off
- We require flexibility in scheduling which may change based on business needs
- Some travel may be required for training and seminars to advance professional development

### Pay Range

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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**

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