

## Chef Manager - Medford/Somerville Campus Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=259439>

Downloaded On: Aug. 30, 2025 9:35pm

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

<b>Job Title</b>	Chef Manager - Medford/Somerville Campus
<b>Department</b>	Tufts Dining
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jul. 8, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Dining Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21455?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21455?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, 2100 graduate students, and 2300 staff, faculty and administrators.

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

### What You'll Do

The Chef Manager will be responsible for the effective management of the kitchen, food production stations and culinary staff in the resident dining unit.

- The Chef Manager will provide leadership in the areas of food preparation and presentation, menu and recipe development, quality control, sanitation, food-borne illness prevention, inventory control, production forecasting and food and supplies ordering.
- Will monitor all food production procedures, directly supervise culinary staff, and provide culinary skills training to all unit staff.
- Will foster creativity and productivity in employees through positive daily interactions and on-going coaching.
- Will ensure the timely service of consistently high quality and safe foods with authentic flavors and appetizing appearance and within acceptable cost parameters.
- Will accomplish all this through effective production scheduling, ensuring proper preparation techniques, effective recipe and inventory management and successful communication with peers, staff, and customers.
- The Chef Manager will be expected to become proficient with FoodPro software.
- The Chef Manager will work closely with front-of-house service staff to ensure proper food presentation and excellent customer service.
- As a member of the unit management team the Chef Manager will be responsible for the overall supervision of Manager-on-Duty shifts as scheduled and will work cooperatively with members of the unit management team to deliver a high-quality dining experience.
- The Chef Manager must demonstrate strong food service management.
- Must possess strong and effective communication skills, verbal, and writing.
- Must have substantial experience with various food production equipment, culinary techniques, and cuisines.
- Self-motivated and creative with a positive attitude.
- Must be detail-oriented, organized, and able to lead and direct a culinary staff of varied experience levels and be flexible as business demands.
- Must work well under time-pressure and in a structured environment.

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### What We're Looking For

#### Basic Requirements:

- Knowledge and experience typically acquired through the completion of an Associate's Degree in Culinary Arts or an equivalent combination of education and related work experience
- At least 5 years of leadership experience supervising culinary staff in a high-volume kitchen required
- Training and experience in culinary and bakery production and supervision in cook chill technology
- Experience in planning production and delivery logistics
- The successful candidate will possess well-developed, mature, and professional interpersonal and organizational skills with the ability to effectively communicate verbally and in writing
- Demonstrated strong culinary skills required with additional experience creating recipes and menus and in general food service management
- Demonstrated mastery of bakery and food production equipment, culinary techniques, and cuisines
- Self-motivated and creative with a positive attitude and a passion for food
- Must be detail oriented, organized, able to lead and direct a staff of varied experience levels, and be flexible as business demands
- Must work well under pressure and in a structured environment
- Must speak and understand English fluently, with the ability to effectively communicate verbally and in writing
- Must be able to work independently and as part of a team, effectively supervise staff, and work collaboratively with employees and peers
- Computer competence including familiarity with food management/production systems and Microsoft Office

#### Preferred Qualifications:

- ServSafe Certification
- ACF (American Culinary Federation) Certification
- Certificate of Allergen Awareness
- Kosher Food Service Experience

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### 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

Minimum \$65,900.00, Midpoint \$82,300.00, Maximum \$98,800.00

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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