

Second Cook Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=259551>

Downloaded On: Nov. 12, 2025 8:48am

Posted Jul. 10, 2025, set to expire Dec. 31, 2025

Job Title	Second Cook
Department	Tufts Dining
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 10, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Dining Services
Job Website	https://jobs.tufts.edu/jobs/22032?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This role is an academic year position.

Shift: Sunday-Tuesday, Friday & Saturday 11:45AM-8:15PM. Wednesday and Thursday Off.

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.

Residential Dining Centers and Catering are open 7 days a week. Working Weekends and Evenings will be expected.

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What You'll Do

The Second Cook will prep, prepare, and finish a variety of menu items for service following established preparation guidelines and department recipes in quantities forecasted and planned in advance by management using various cooking methods and a variety of food preparation equipment.

- Will garnish and present finished menu items appropriately.
- They will complete all assigned work to meet meal service deadlines following department and industry standards for quality, sanitation and batch cookery.
- They will be flexible and use sound judgment to reduce or increase food quantities prepared based on customers' demand.
- They may prepare and present foods in customer service areas, serving and interacting with customers in a friendly, courteous and professional manner.
- The Second Cook will work as a team with other culinary employees to prepare planned meal service, follow the directions of senior cooks and provide guidance and mentorship to less experienced cooks.
- The Second Cook will be responsible for the cleaning, sanitation and general upkeep of food preparation equipment and workstations and works in accordance with food safety guidelines and completes service records accurately as assigned.
- Must demonstrate the ability to work under periods of fast pace and high pressure.
- All employees are responsible for punching in and out in accordance with department policy and standards.
- They must be given permission from a manager to punch in early or stay past their schedule out time.
- All employees will adhere to posted schedule and all requests for time off will be granted based on business needs.
- In accordance with the CBA, schedules will be posted 14 days (excludes catering) in advance.
- Time off requests must follow proper procedure and will be approved/denied in accordance with department needs.
- No requests will be honored for Senior Week, Holidays, Alumni Weekend, Commencement, Orientation, Matriculation, or Special Events during the Academic Year.

What We're Looking For

Basic Requirements:

- Must have tolerance for long shifts standing, walking, lifting, and performing various other repetitive tasks
- Must be able to read, write, speak and understand English in order to communicate effectively with management, peers and customers
- Must have good interpersonal skills and the ability to comfortably interact with customers and peers in a friendly, helpful manner
- Must be able to understand and perform basic food service sanitation and safety practices
- Must have the ability to take direction from leadership, and to understand job requirements and show initiative in completing related customer service job tasks
- Must have an appreciation for teamwork and willingness to work together with peers
- Must be a team player who is willing to be held accountable for the quality of products produced by others, for meeting tight deadlines, and for contributing to the success of the operation

Preferred Qualifications:

- Broad range of food service experience

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- Mastery of all Dining Service Attendant duties
- Successful high-volume customer service and hospitality experience
- Previous cashier experience and having worked with POS systems

The pay rate for this position is \$26.45 / hour.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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