

Assistant Sous Chef
Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=268275>

Downloaded On: Nov. 13, 2025 9:27pm

Posted Nov. 13, 2025, set to expire Mar. 27, 2026

Job Title	Assistant Sous Chef
Department	Tufts Dining
Institution	Tufts University Medford, Massachusetts
Date Posted	Nov. 13, 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/22502?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

This role is an academic year position.

Shift: Sunday and Monday OFF. Tuesday-Saturday; 1:00PM - 9:30PM.

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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 administrator.

Residential dining Centers and Catering are open 7 days a week. Working weekends & evenings will be expected

What You'll Do

The Assistant Sous Chef is a culinary professional working under the unit Sous Chef and management in supporting the operation of complex, fast paced and high volume, well-equipped kitchens.

- They will demonstrate the ability to master cooking techniques, including cook-chill technology, developing and testing recipes, authentically prepare a wide variety of international cuisines, and to work with an experienced culinary team serving Tufts Dining.
- The Assistant Sous Chef is responsible for the preparation and presentation of a variety of hot and cold foods following standardized department recipes in quantities forecasted and planned in advance using a variety of preparation methods.
- Assists with evaluating the daily kitchen workload, suggesting daily job assignments and overseeing the work of cooks and other kitchen personnel in the absence of the unit Sous Chef and/or manager.
- Evaluates finished products to ensure quality and assists in addressing sub-quality production and presentation, analyzing problems and implementing solutions in collaboration with the culinary leadership team in the unit.
- Works in all areas as needed while focusing on production and presentation.
- Assists in researching, developing, testing, and adjusting recipes for all production areas.
- Executes overall kitchen sanitation and food safety practices; and assists in keeping kitchen staff on task and assigning side work and equipment maintenance duties to kitchen personnel as needed.
- Assists, coordinates, and expedites food preparation from the kitchen and action stations, ensuring safe food handling and on time production according to established department procedures.

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- Assists in planning and executing production and presentation for assigned meals, including designing and executing buffet presentation.
- Collaborates with Sous Chef and management to fulfill the culinary goals of the unit by facilitating the implementation of management initiatives in the kitchen and exceeding customer expectations.
- Prepares specialty meals as needed in a timely manner, meeting the deadlines for that particular meal.
- Performs line checks and fills out all standard forms, service records, and checklists properly.
- Must demonstrate 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 scheduled "out time."
 - All employees will adhere to the 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:

- 5-7 years' experience planning and preparing hot and cold foods for service and coordinating the work of a culinary crew in a restaurant, hotel, or institutional operation
- Expertise or a high level of interest in various cuisines and cooking methods, quantity food preparation and batch cookery, and general culinary techniques and skills
- Demonstrated mastery of all cooking methods
- Practical experience leading a kitchen crew in a logical, efficient, and fair manner, coaching and training culinary skills and techniques, designing plate and buffet presentations, and developing recipes and menus
- Comprehensive knowledge and understanding of kitchen sanitation and food safety practices and the ability to enforce safe food handling guidelines

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- 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 all kitchen and action station production
- Must read, speak and understand English and have a working knowledge of basic food service math
- Tufts Dining is a hospitality-oriented service provider; all employees are expected to be customer service sensitive
- The candidate must be ServSafe certified

Preferred Qualifications:

- Associates Degree in Culinary Arts
- Experience cooking and leading in a university or institutional setting in a top-tier program
- Experience utilizing computers for work, and the capability and willingness to learn the FoodPro software system
- Experience supervising the culinary work of others

The pay rate for this position is \$27.50 / hour.

Contact Information

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

Contact

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