

General Assistant
Tufts University

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Downloaded On: May. 8, 2024 7:44pm

Posted Feb. 19, 2024, set to expire Dec. 31, 2024

Job Title	General Assistant
Department	
Institution	Tufts University Medford, Massachusetts
Date Posted	Feb. 19, 2024
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/20187?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

Overview

Shift: To Be Determined

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 6000 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 General Assistant will be responsible for providing service to our internal and external customer in a variety of ways including but not limited to cleaning, ware washing, pot washing, dish room, stocking, sweeping, mopping and the overall upkeep and sanitation and housekeeping of the unit.

- The General Assistant will wash pots, pans, utensils, air dry, and put it away in their designated areas for use.
- The General Assistant will be responsible for correctly using cleaning and sanitizing agents while also ensuring the water is at the proper temperature.
- General Assistants will keep the unit mop sink and custodial rooms organized and clean
- Assist management's efforts to keep equipment, props and all supplies in their designated storage areas.
- The General Assistant will assist in moving equipment on and off dining vehicles in and outside of the Unit.
- The General Assistant will follow all established procedures for cleaning small-wares and equipment.
- The General Assistant will also be responsible for ensuring the proper disposal of trash, recycling, composting, and upkeep of storage bins/barrels and containers.
- The General Assistant may also be asked to assist with basic kitchen tasks.
- The General Assistant may at times need to provide support and assistance to assigned helpers.
- 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 be able to speak and understand the English language
- Must be able to lift 50 lbs
- The qualified person must be flexible and willing to learn and executing various jobs as needed
- The successful individual must enjoy a high degree of (internal, external) contact and have a friendly and helpful attitude

Preferred Qualifications:

- GED or High school diploma

The pay rate for this position is \$21.45 / hour.

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Contact Information

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

Contact

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