

**Assistant Unit Manager
Tufts University**

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Posted Apr. 2, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Unit Manager
Department	Tufts Dining
Institution	Tufts University Medford, Massachusetts
Date Posted	Apr. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Residential Life Dining Services
Job Website	https://jobs.tufts.edu/jobs/20320?lang=en-us&iis=Job+Board&iisn=AcademicKeys
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.

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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.

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 over 3000 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
- Three to five years of food service management experience with at least 2 years managing in high volume food service operation required
- Outstanding interpersonal and organization 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

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- 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 sophisticated POS systems such as Sequoia, Blackboard or Micros
- ServSafe Manager Certification

Special Work Schedule Requirements:

- Involves a flexible schedule including weekends and evening shifts
- Schedule is subject to change based on the needs of the business
- A 50+ work week is anticipated during the academic terms
- Travel will occur occasionally in the form of professional development, advanced skills training, or to conduct market research

Pay Range

Minimum \$57,900.00, Midpoint \$72,450.00, Maximum \$87,000.00

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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