Assistant Director, Tuck Dining Services

highheredjobs.com/details.cfm

Type: Full-Time
Salary: $65,000 - $85,000 per year
Posted: 1 day ago
Category: Food Services
Military

Posting date
05/06/2026

Open Until Filled
Yes

Position Number
1129592

Hiring Range Minimum
$65,000

Hiring Range Maximum
$85,000

Union Type
Not a Union Position

SEIU Level
Not an SEIU Position

FLSA Status
Exempt

Employment Category
Regular Full Time

Scheduled Months per Year
12

Scheduled Hours per Week
40

Schedule

This position requires schedule flexibility, including early mornings, and occasional Saturdays, based on operational needs.

Location of Position

Hanover, NH

Remote Work Eligibility?
Onsite only

Is this a term position?
No

If yes, length of term in months.
NA

Is this a grant funded position?
No

Position Purpose

Provides daily leadership and operational excellence for Tuck dining operations. This role plays a critical part in ensuring safe, efficient, and welcoming dining experiences for the Tuck community.

Required Qualifications - Education and Yrs Exp
Bachelors or equivalent combination of education and experience

Required Qualifications - Skills, Knowledge and Abilities

- Bachelor's degree and 5 or more years of food service or hospitality management experience, or an equivalent combination of education and experience.
- Experience working in institutional food service or retail food operations.
- Strong organizational, leadership, and problem-solving skills.
- Experience supervising others and managing workflow.
- Working knowledge of food safety and sanitation standards (HACCP).
- Computer skills and ability to learn and apply new technologies, including AI.
- Ability to manage multiple priorities in a fast-paced environment.
- Excellent interpersonal and communication skills with the ability to supervise with a collaborative leadership style.
- Commitment to service excellence, safety, and operational accountability with the ability to lead a respectful, inclusive, and service-oriented workplace culture.
- Excellent interpersonal and communication skills
- ServSafe certification required within 3 months of hire
- Must be able to work autonomously with sound judgment and self-motivation

Preferred Qualifications

Experience supervising staff in a unionized environment.

Department Contact for Recruitment Inquiries

Lorin Parker, Executive Director, Tuck Talent Management

Department Contact Phone Number

6-2904

Department Contact for Cover Letter and Title

Lorin Parker, Executive Director of Talent Management

Equal Opportunity Employer

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Background Check

Employment in this position is contingent upon consent to and successful completion of a pre-employment background check, which may include a criminal background check, reference checks, verification of work history, conduct review, and verification of any required academic credentials, licenses, and/or certifications, with results acceptable to Dartmouth College. A criminal conviction will not automatically disqualify an applicant from employment. Background check information will be used in a confidential, non-discriminatory manner consistent with state and federal law.

Is driving a vehicle (e.g. Dartmouth vehicle or off road vehicle, rental car, personal car) an essential function of this job?

Preferred, but not required

Special Instructions to Applicants

Dartmouth College has a Tobacco-Free Policy. Smoking and the use of tobacco-based products (including smokeless tobacco) are prohibited in all facilities, grounds, vehicles or other areas owned, operated or occupied by Dartmouth College with no exceptions. For details, please see our policy. https://policies.dartmouth.edu/policy/tobacco-free-policy

Quick Link

https://searchjobs.dartmouth.edu/postings/85585

Description

Dining Operations

- Lead daily operations to ensure the dining facility opens on time and is fully prepared for service. Assign staff as needed based on the daily changes and nuances of operations.
- Proactively identify and address potential operation challenges before they impact service.
- Consistently provide and promote a culture of excellent customer service to the Tuck community.
- Utilize current marketing technologies to promote daily offerings and enhance customer experience.
- Menu management and forecasting, utilizing food production software and point of sale data to ensure accurate preparation, minimize waste, and meet daily demand.
- Oversee inventory management and product rotation for the dining hall, including collaboration with the receiver.
- Manage purchasing and inventory oversight for a 24/7 cashier-less convenience store as well as the dining hall.
- Provide operational support and coverage for catering services during peak periods or in the absence of the Catering Manager.
- Oversee the management of the operation during the absence of the Director.

Percentage Of Time
60%

Description

Staff Development

- Serve as first-line supervisor for approximately 20 employees, providing day-to-day oversight, coaching, and accountability.
- Ensure all staff are trained on ServeSafe, AllerTrain, and other required trainings, along with additional job-related continuing education.
- Provide coaching and feedback to employees; administer progressive discipline and corrective action as needed in a unionized environment in accordance with collective bargaining agreements, departmental policies, and institutional procedures, in partnership with leadership and Human Resources.

Percentage Of Time
30%

Description

Food Safety

- Ensure compliance with food safety, sanitation, and HACCP standards, including maintaining required documentation (temperature logs, refrigeration logs, hot and cold holding logs, receiving logs, and dish room sanitation logs).
- Maintain Safety Data Sheets (SDS) and ensure safety documentation is current, accurate, and accessible.
- Complete all necessary accident reports promptly and accurately. Collaborate with Dartmouth safety team to ensure proper investigation and follow-up on incidents.

Percentage Of Time
10%
*
Demonstrates professionalism and collegiality through actions, interactions, and communications with others appropriate to an environment that is welcoming to all.
*
Performs other duties as assigned.

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