

Yale Summer Session

Job Title: Yale Summer Session Assistant Residential Director for Butteries & Catering

Description: Reporting to the Head of Summer Colleges (HSC) and the Head Residential Director (HRD), the Assistant Residential Director for Butteries & Catering (ARD - BC) is responsible for overseeing the operation of the butteries in the Summer Colleges. The ARD - BC maintains the buttery spaces, develops a menu, coordinates ordering supplies, and manages buttery staff to ensure an engaging and lively atmosphere for residents of the Summer Colleges. There are typically two or three butteries open in the Summer Colleges. The ARD - BC is also responsible for all food and drink ordered and stored for YSS events and participates broadly in the Residential Life Program of the Summer Colleges. This position gives the ARD - BC the opportunity to work alongside the Residential Directors in their work, gaining experience that will be valuable in a potential future role as a Residential Director or in similar leadership/management positions. The ARD - BC is expected to regularly check on the operation of the butteries but is not expected to attend entire buttery shifts. However, the ARD - BC is encouraged to work one buttery shift each week, alternating residential colleges, to demonstrate leadership and maintain an intimate knowledge of the butteries' operations and workflows.

Responsibilities:

1. Ensures a buttery is open every night that classes are in session.
2. Handles payments and trains staff on transactions and coordinates with others who may need to use the payment system.
3. Trains and monitors Residential Counselors who work in the buttery on safe food preparation and safe appliance use.
4. Supervises staff during shifts and creates a schedule to ensure coverage, coordinating shift scheduling with the RDs to avoid conflicts with other staff duties and nights off.
5. Orders, receives, and stores food and supplies needed to stock the buttery using YSS institutional accounts and coordinating with Yale Dining wherever possible.
6. Orders, receives, and stores food and supplies needed for YSS events by using YSS institutional accounts and coordinating with Yale Dining wherever possible.
7. Maintains the cleanliness and condition of the buttery during working hours and at the end of the night. If the buttery is used outside of the normal operating hours for special events, the Buttery Manager should coordinate clean up with the lead of the special event.
8. Creates a "buttery manager's special" food event or menu item at least once every week that classes are in session.
9. Plans buttery menu.
10. Ensures exemplary customer service standards are upheld.
11. Conducts a thorough walkthrough of the buttery at the beginning of the summer and creates an inventory of buttery items borrowed from the residential colleges, as well as a thorough cleaning of the butteries at the end of the summer, ensuring that they are left in excellent condition.
12. Completes Yale purchasing card training.
13. Ensures all Yale University and YSS policies and procedures are followed.
14. Manages the buttery budget and is fiscally responsible in purchasing.
15. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm).

16. Attends weekly Residential Life leadership meeting.
17. Attends the final end-of-summer event for residential life staff.
18. Conducts themselves in a way that models the behavior expected of the students in the college.
19. Assists residential directors in their duties, such as on-call, office, and curfew duties, not more than several times per week.
20. Takes responsibility for buttry keys.
21. May perform other duties as assigned.

Preferred Experience: Prior food service and supervisory experience required. Prior experience working in a buttry is highly preferred. Prior experience working for Yale Summer Session Residential Life is preferred.

Required Education and Experience: Any currently enrolled Yale sophomore, junior, senior, or graduate student in good academic standing or any Yale alumnus is eligible to apply. The ideal candidate will have spent at least two years in a residential college. Applicants should be mature students who enjoy working with others and who feel committed to the intellectual and social values of residential college life. The job also requires resourcefulness, integrity, creativity, good judgment, and energy. Previous YSS counseling experience is a plus.

Compensation: The Assistant Residential Director for Butteries & Catering is given free room and board for the orientation period and the ten weeks of the program, plus a tuition reduction for the equivalent of one summer course credit. If the ARD - BC decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The ARD - BC will also receive a stipend of \$3750.

Additional Information: The ARD - BC will be expected to begin the training and planning work for this position during the month of May, after the conclusion of Final exams and before YSS Residential Life Staff arrive on campus.

Residential Life staff must attend mandatory training sessions before the summer classes begin, and must be on campus at Yale by 4:00 pm, Thursday, May 23, 2024, for the start of training. Training starts on Thursday evening and is held all day on Friday and Saturday, ending with the first move-in of counselees on Sunday. **This training cannot be missed, made up, or sacrificed due to conflicts with other programs' commitments or training sessions.** Inability to make the training sessions will result in the forfeiture of the position. Residential life staff duties continue through Sunday, August 4, 2024.

To be effective in their work, residential life staff should be familiar with the academic, dormitory, and dining hall regulations of Yale Summer Session. The residential life staff pledge to uphold these regulations and ensure that Summer Session students comply with them as well. This obligation is especially strong with regard to monitoring the protection of personal and university property, the residents' right to safety and quiet, and the legal control of alcohol and other drugs.

Residential Life staff may only take one course per each five-week Session. Any more coursework may only be undertaken with the written permission of the HSC.

General Conduct Statement: Yale Summer Session is an academic community dedicated to the advancement of learning and abides by similar guidelines detailed by Yale College's Undergraduate Regulations as follow: 1) All staff and students should be committed to protecting free expression and peaceful dissent and to preserving mutual respect and charitable relations among all members of the

Summer Session community. 2) Physical restriction, coercion, or intimidation of any member of the YSS community is contrary to the basic principles of the University. 3) Violations of these principles may result in immediate and permanent separation from Yale Summer Session.