

# Yale Summer Session

**Job Title:** Yale Summer Session Buttery Manager (2 positions)

**Description:** Reporting to the Head of Summer Colleges (HSC), the Buttery Manager is responsible for overseeing the buttery in a particular residential college. The Buttery Manager maintains the space and manages buttery staff to ensure an engaging and lively atmosphere for residents of the college.

**Responsibilities:**

1. Handle money and train staff on transactions
2. Train and monitor residential counselors who work in the buttery on safe food preparation
3. Train and monitor staff on safe appliance use
4. Supervise staff during shifts and create schedule to ensure coverage
5. Collaborate with Residential Directors, Senior Counselors, and Operations Coordinator on staffing issues
6. Responsible for ordering/buying and delivering food and supplies needed to stock the buttery
7. Responsible for maintaining the cleanliness and condition of the buttery during working hours, at the end of the night, and if the buttery is used outside of the normal operating hours for special events, the Buttery Manager should coordinate clean up with the appropriate Residential Director
8. Plan menu
9. Ensure exemplary customer service standards are upheld
10. Participate in p-card training
11. Ensure all Yale University and YSS policies and procedures are followed
12. Attend mandatory All-Staff Meetings (usually Sunday evenings)
13. Other duties as assigned

**Preferred Experience:** Prior food service and supervisory experience required. Prior experience working in a buttery is highly 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 Buttery Manager 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 Buttery Manager decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The Buttery Manager will also receive a stipend of \$1,600.

**Additional Information:** Residential life staff will be required to attend mandatory training sessions before the summer classes begin and must be on campus at Yale by 4:00 p.m., Thursday, May 23, 2019, for the start of training. Training starts on Thursday evening, 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, 2019. 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 are pledged 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.

**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.