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.

Yale Summer Session may adjust the activities and/or responsibilities associated with this position in response to guidance on COVID-19 from state, local, and university authorities. Any changes will not affect compensation for this position. Residential Life Staff are not responsible for enforcing public-health guidelines, although they may serve in an educational function for the Yale Summer Session community.

Please note that for those Staff who enroll in COVID-19 Courses and are eligible for a COVID-19 Housing Subsidy, the housing subsidy will be used as part of their room and board benefit for the summer. It may not be converted into an equivalent stipend. Please see the COVID-19 Courses policy for more information.

Responsibilities:
1. Handles payments and trains staff on transactions.
2. Trains and monitors Residential Counselors who work in the buttery on safe food preparation.
3. Trains and monitors staff on safe appliance use.
4. Supervises staff during shifts and creates a schedule to ensure coverage.
5. Collaborates with Residential Directors on staffing issues.
6. Orders, purchases, and delivers food and supplies needed to stock the buttery.
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 appropriate Residential Director or the Activities Coordinator.
8. Plans buttery menu.
9. Ensures exemplary customer service standards are upheld.
10. Participates in Yale purchasing card training.
11. Ensures all Yale University and YSS policies and procedures are followed.
12. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm)
13. Attends the final end-of-summer event for residential life staff.
14. Conducts themselves in a way that models the behavior expected of the students in the college.
15. May perform 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 $1800.

**Additional Information:** Staff will be required to attend mandatory training sessions before the summer classes begin. Staff must be on campus at Yale by 4:00 p.m., Thursday, May 26, 2022, for the start of training. **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 staff position. Staff duties continue through Sunday, August 7, 2022. To be effective in their work, all staff should be familiar with the academic, dormitory, and dining hall regulations of Yale Summer Session, as well as all relevant state, local, and university COVID-19 policies. The staff pledge to uphold these regulations and ensure that YSS 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.