

Yale Summer Session

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

Description: Reporting to the Head of Summer Colleges (HSC) and the Head RD, 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. Ensure the 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.
4. Trains and monitors staff on safe appliance use.
5. 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.
6. Orders, purchases, and delivers food and supplies needed to stock the buttery 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 appropriate Residential Director or the Activities Coordinator.
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 session and creates an inventory of buttery items borrowed from the residential colleges. Ensures that the buttery is left in better condition at the end of the summer than it was received in.
12. Participates in Yale purchasing card training.
13. Ensures all Yale University and YSS policies and procedures are followed.
14. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm)

15. Attends the final end-of-summer event for residential life staff.
16. Conducts themselves in a way that models the behavior expected of the students in the college.
17. May perform other duties as assigned.

Preferred Experience: Prior food service and supervisory experience required. Prior experience working in a buttry 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 Buttry 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 Buttry Manager decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The Buttry Manager will also receive a stipend of \$1875.

Additional Information: The Buttry Manager 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 25, 2023, 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 6, 2023.

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.

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.