



Position Announcement: Lead Cook

Jackson Convention Complex

Jackson, MS

POSITION: Cook
DEPARTMENT: Food & Beverage
REPORTS TO: Executive Chef
FLSA STATUS: Part Time Hourly

The Cook is responsible for: preparing and overseeing the preparation of all food items for banquets and concessions adhering to the counts and descriptions on the BEO, while maintaining the highest standards to produce an appealing and appetizing product. He/she is also responsible for ensuring the cleanliness, sanitation and safety in the kitchen, and storage areas while minimizing waste, maximizing cost/production ratio and following HACCAP guidelines

MAJOR RESPONSIBILITIES:

- Assisting the Executive Chef & Sous Chef in cost controls by adhering to and correctly filling out pull sheets.
- Accepting food orders properly per Serve Safe Food Quality and MS Health Code Standards.
- Responsible for leading prep cooks and any temp labor dealing with food prep to comply with SMG/SAVOR & Serve Safe guidelines.
- Responsible for ensuring food quality and safety, including labeling all food correctly that is opened.
- Assist the Sous Chef to keep pantry and dry goods areas orderly and clean.
- Assist the lead steward to organize and deliver all food to banquet functions, label hot boxes and keep track of temperature sheets, count plates in an out.
- Assist the lead steward in ensuring proper handling and recording of breakage, dish machine chemicals and stewards in the absence of the lead steward.
- Assist the Sous Chef in banquet wares organization.
- Delivery, set up and breakdown of all equipment needed in the kitchen for prep food.
- Attend any meeting that he/she is schedule for, including dept. and quarterly meetings.
- Relay immediate changes with all supervisors.
- Responsible for the cleanliness, daily and monthly of all kitchen equipment. The stocking and adding of product to all F & B hand washing sinks.
- Must be trained in PPE & chemical awareness in the kitchen.
- Must be quick and accurate with counting able to handle basic arithmetic.
- Must assist the Exec. Chef in maintaining a score of 90 or higher from the Health Dept and Internal food safety audits.
- Ensure food items are prepared according to standard recipes approved by the Executive Chef.
- Perform other duties as requested by management.
- Assist in organizing for monthly & bi-yearly inventories.
- Daily monitoring of kitchen sanitation.
- Cleaning of banquet items as needed in the absence of a steward.

WORKING CONDITIONS: Works throughout the building.

QUALIFICATIONS:

- High School Diploma
- 3-4 years prior experience in the field of a Food & Beverage Banquet environment.
- Communication skills, able to undertake and complete multiple tasks.
- Serve Safe certified.
- Ability to work with other staff members and also interact with guests and clients.
- Able to push heavy equipment on wheels and lift up to 50 lbs above the waist
- Various hours of work scheduled around events weekly. Must be available both AM & PM shifts as needed based on event need.
- Must adhere to all Serve Safe & Food Code Standards.

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