



Position Announcement: Steward

Jackson Convention Complex

Jackson, MS

JOB TITLE: DISHWASHER/STEWARD
DEPARTMENT: FOOD & BEVERAGE
REPORTS TO: EXECUTIVE CHEF
FLSA STATUS: PART-TIME, HOURLY

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Steward at the Jackson Convention Complex. The Steward is responsible for all activities not engaged in cooking related to the kitchen to ensure clean, efficient, and economical food service to include dishwashing and silver cleaning.

MAJOR RESPONSIBILITIES:

- Approach all encounters with guests and employees in a friendly and service-oriented manner
- Maintain regular attendance in compliance with standards, as required by scheduling which will vary according to the needs of the facility
- Maintain high standards of personal appearance and grooming, which include wearing the proper uniform and nametag when working
- Comply at all times with standards and regulations to encourage safe and efficient facility operations
- Maintain a high standard of cleanliness and order in all kitchen and utility work areas
- Assist the culinary staff in the cleaning of the heavy duty cleaning of ovens, grills, sinks, walls, floors, refrigerators, freezers and all other heavy duty equipment
- Scrub and wash kitchen areas and tile floors in all food and beverage areas as necessary
- Responsible for the sanitary removal of all trash generated from the food and beverage department on a daily basis
- Sweep and mop the kitchen floor every four hours
- Perform all opening duties to include but not limited to cleaning all dirty china, glassware and silverware remaining from the previous night
- Ensure compliance with Health Department standards
- Assist with the delivery & or plate up of food (and beverage) as needed
- Ensure the proper maintenance and usage of the dishwasher to include replacing dish machine water every two hours and all other necessary duties and notify management of any equipment malfunctions
- Mop station should be maintained in an orderly manner with all proper equipment at all times
- Assist Executive Chef in conducting quarterly inventory of china, silverware and glassware and linen
- Comply with all standard operating procedures related to the stewarding department
- Attend meetings/training as required by management
- Other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent and/or experience in a comparable facility or related field preferred. Education and experience will be evaluated.
- Must be able to stand for long periods of time
- Must have slip resistant steel toed shoes.
- Be able to reach, pull, bend, stoop frequently and lift up to 50 pounds

TO APPLY:

This position offers a competitive salary and benefit package. All Resumes must include salary requirements for consideration and may be sent to kkorner@jacksonconventioncomplex.com. No phone calls, please.

SMG is an Equal Opportunity/Affirmative Action Employer and encourages women, minorities, individuals with disabilities and protected veterans to apply. VEVRAA Federal Contractor