



Position Announcement: Kitchen Supervisor/Cook

Jackson Convention Complex

Jackson, MS

JOB TITLE: Kitchen Supervisor  
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 Kitchen Supervisor at the Jackson Convention Complex. The Kitchen Supervisor is responsible for preparing and overseeing the preparation of all food items for banquets and concessions 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:**

- Provides a two way line of communication between BOH & FOH during events, expediting food to events
- Assists the Chefs with enforcing sanitation and quality controls of food standards for Food & Beverage service
- Assists the chefs in enforcing that all kitchen guidelines are being followed by kitchen and service staff at all times
- Maintains proper inventory controls with the Sous Chef, end of month inventory with chef
- Coordinate with the lead steward to ensure maintenance of all kitchen equipment, event set ups & break downs are in line with event needs
- Responsible for the kitchen in the absence of the Executive Chef & the Sous Chef
- Approach all encounters with guests and employees in a friendly and service-oriented manner
- Comply at all times with SMG standards and regulations to encourage safe and efficient facility operations
- Maintain a positive demeanor at all times
- Have thorough working knowledge of menus and preparation skills required to produce food according to facility standards
- Assist in controlling costs by maintaining food cost within budgeted guidelines as determined by the Executive Chef
- Ensure the completion of necessary food and station preparations prior to events in order to ensure that guests are served promptly and efficiently
- Ensure the completion and display of buffet items according to SMG standards
- Maintain a high level of kitchen/knife skills to support the needs of the Executive Chef in accordance with the event orders
- Be able to support any position in the kitchen that is in need of help.
- Supervises and assists in the food preparation for Banquets as required, following specifications of Banquet Event Orders. Ensures banquet items are completed on time and check with Food & Beverage Manager or Banquet Captain for time, cover count or any other changes
- Ensure that food is prepared following standard recipes
- Be familiar with all familiar kitchen tools and equipment to include: Electric slicer, commercial blender, ovens, broilers, range tops, steam kettles, grill, fryer, mixers, food processors, steam table, knives, etc. and have the ability to train on all equipment
- Maintains the "Clean as You Go" policy. Be responsible for maintaining the sanitation and cleaning schedule of the kitchen. Keeps all storage areas neat, orderly, and clean
- Supervise and assist with the breakdown of buffets and kitchen line, ensuring proper storage of food and equipment at the end of each meal period following HACCAP regulations
- Ensures that all employees practice safe work habits at all times to avoid injury to self or other employees
- Maintains high food quality standards in the kitchen and find ways to improve upon them
- Assists in training staff in the operation and maintenance of all kitchen equipment
- Attends meetings/training as required by management
- Performs other duties as requested by management

**QUALIFICATIONS:**

- High School diploma or equivalent and/or experience in a comparable facility or related field preferred
- At least 3 years of related progressive experience or a culinary graduate with at least 1 year of progressive experience in a comparable facility or related field
- Previous supervisory responsibility preferred
- Education and experience will be evaluated.
- HACCAP certified
- Serve Safe certified

**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@jacksonsonventioncomplex.com](mailto:kkorner@jacksonsonventioncomplex.com) No phone calls, please.

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