



**Sous Chef**

**Jackson Convention Complex**

**Jackson, Mississippi**

**POSITION:** Sous Chef

**DEPARTMENT:** Food & Beverage Services

**REPORTS TO:** Director of Food & Beverages

**FLSA STATUS:** Salaried – Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Sous Chef at the Jackson Convention Complex in lovely Jackson, Mississippi. The Sous Chef is second in command over the culinary and stewarding departments and is responsible for purchasing, receiving and producing food items in the facility in the absence of the Executive Chef. The Sous Chef handles the training of all kitchen and stewarding personal as well as a major portion of the cooking in the kitchen. This position troubleshoots when necessary and makes sure all the fine details which are associated with each event where food and/or beverages are on the menu are properly prepared and in place.

**MAJOR RESPONSIBILITIES:**

- Complies at all times with MS. Health Codes and SMG's Savor Safe standards and regulations
- Ordering, receiving and preparing food items
- Trains kitchen staff and stewarding staff and oversees Kitchen Supervisor
- Schedules and forecasts labor BOH Staff while monitoring hours for payroll
- Supervises the check-in and check-out of all temporary labor
- Oversees chemical safety, training and par levels
- Directly responsible for the maintenance and cleaning of the kitchen equipment and schedules cleaning
- Maintains a high level of kitchen/knife skills to support the needs of the Executive Chef as determined by the banquet event orders
- Maintains food costs and budget goals and waste
- Trains all kitchen staff to include "Serv-safe" and any health department regulations
- Produces required product according to Banquet Event Orders (BEOs) for each event
- Maintains an active role in local hospitality community and professional associations
- Attends various in-house event related meetings and relays immediate changes with other departments
- Conducts monthly inventory audits and makes sure all inventory controls are in place and are being followed by staff
- Is responsible for the operation of the kitchen and ordering food in the absence of the Executive Chef
- On occasion this position will function as an F&B Manager on Duty
- Responsible for kitchen and concessions in absence of Executive Chef
- Ability to execute small and large functions, to include running action stations in the FOH, and buffet set ups
- Assists in the creation of new menus and recipes
- Other duties assigned by the Director of Food and Beverage and Executive Chef
- Monitors the safety of the kitchen staff

## **WORK CONTACTS**

The Sous Chef has daily contact with the Director of Food and Beverage and the Executive Chef as well as other convention complex employees. There is frequent contact with all catering managers, banquet servers and concession staff.

## **SUPERVISORY RESPONSIBILITIES**

The Sous Chef supervises all kitchen and stewarding staff

## **PHYSICAL EFFORT**

This position requires pushing, pulling, stooping and lifting to at least 50 lbs. Substantial standing for long periods of time, walking and manual dexterity to operate office equipment such as a computer is required. Expect a fast pace environment.

## **WORKING CONDITIONS**

Works mostly in the main kitchen or concession kitchen, on occasion out in FOH with stations or off site as needed for catering. May be exposed to cold and heat for extended periods of time.

## **MINIMUM REQUIREMENTS**

- Preferred culinary degree and/or at least four years of culinary experience in a banquet facility producing meals for large events
- Advanced oral and written communication skills
- Strong orientation to customer service and ability to work with other staff members in the facility
- Must be a results oriented driven individual with the ability to meet budgetary goals
- Must possess excellent organizational, planning, communication and interpersonal skills
- Ability to undertake and complete multiple tasks
- Computer skills to include Microsoft Word, Excel, & Outlook programs
- Must be Serve-safe certified
- Must adhere to local Health Department codes
- Work related travel as needed for JCC and SMG
- Ability to be creative with food presentation and maintain a quality product
- Ability to work various & irregular hours and days including but not limited to holidays and weekends
- Ability to work extended hours productively
- Must possess good basic math skills and must be able to create accurate financial reports
- Must be attentive to detail and have the ability to quickly identify and resolve problems
- Must have a basic understanding of food costs and spreadsheets

**TO APPLY:**

This position offers a competitive salary and benefit package. Resumes must include salary requirements for consideration and may be sent to:

**Kevin Korner**  
**Jackson Convention Complex**  
**105 E. Pascagoula Street**  
**Jackson, Mississippi 39201**

**FAX:** 601-960-2584

**EMAIL:** [kkorner@jacksonconventioncomplex.com](mailto:kkorner@jacksonconventioncomplex.com)

**No Phone Calls**

SMG is an equal opportunity/affirmative action employer who invites women, minorities, individuals with disabilities and protected veterans to apply. The JCC is a VEVRA Federal Contractor.

**Date Opened: May 29, 2017**

**Closing Date: June 30, 2017**