



**Position Description: Lead Steward**

**Jackson Convention Complex**

**Jackson, MS**

**POSITION: Lead Steward**

**DEPARTMENT: Food & Beverage**

**REPORTS TO: Executive Chef**

**FLSA STATUS: Non Exempt**

The Lead Steward is responsible for all kitchen activities not related to cooking that ensures the convention complex's kitchen is clean, efficient and operating in a safe and economical way. The Lead Steward is responsible for overseeing a crew of fellow stewards and dishwashers who do silver cleaning, dish removal, cleaning and dish/glass storage. The Lead Steward ensures that all other stewards are following all procedures for proper serving, safety and cleaning. The Lead Steward manages the inventory and proper storage of all "banquet wares" which includes but is not limited to: china, glass, silverware, napkins plus, condiments and all other serving and banquet equipment. The Lead Steward acts as a first-line working supervisor handling plate-ups and delivery of all food for each function requiring F&B participation. The Lead Steward along with their crew sets-up and breakdowns all banquet buffets and plated functions, cleans all Food & Beverage food prep and service areas, which includes the main kitchen, the 2<sup>nd</sup> floor sub kitchen, both concession stands and the back hallways.

**MAJOR RESPONSIBILITIES:**

**List details of major responsibilities**

- Assigns daily duties to all the other stewards working that day.
- Responsible for the training of all stewards in JCC's safety, storage & cleaning practices
- Assists the Exec. Chef & Sous Chef with labor and cost controls as it relates to this position.
- Organizes and delivers food to banquet functions, labels hot boxes and keeps track of temperature sheets
- Responsible for plate counts both before and after a function.
- Delivers, sets up and breaks down all equipment needed and used for a successful function.
- Attends various pre and post event meetings for planning and feedback digestion.
- Relays immediate changes to all stewards and banquet servers.
- Is responsible for the cleanliness and daily breakdown and maintenance of the dish machine, and the stocking and adding of proper chemical levels and stewarding supplies.
- Assists the Exec. Chef in maintaining a score of 90 or higher from the Health Dept and Internal food safety audits.

**WORKING CONDITIONS:** Works throughout the building. Requires lifting, bending stooping and pulling

**QUALIFICATIONS:**

- 3 -4 years prior experience in the field of Food & Beverage Banquet environment.
- Must have ability to complete multiple tasks.
- Ability to work with other staff members and also must possess the ability to interact with guests and clients.
- Able to push heavy equipment on wheels and lift up to 50 lbs above the waist
- Must be available to work both the AM & PM shifts as needed.
- Must adhere to all Serve Safe & Food Code Standards.
- Interpersonal and basic math skills must be strong

- Performs all other duties and responsibilities as assigned.

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