



**Position Announcement: Cook 2**

**Jackson Convention Complex**

**Jackson, MS**

**JOB TITLE: COOK 2**  
**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 Cook 2 at the Jackson Convention Complex. The Cook 2 is responsible for preparing high quality food based on guidelines set by their supervisors. He/she is responsible for the timely and accurate preparation of food items for the line, pantry or the production area of the main kitchen

**MAJOR RESPONSIBILITIES:**

- Approach all encounters with guests and employees in a friendly and service-oriented manner
- Maintain high standards of personal appearance and grooming, which include wearing the proper uniform and nametag when working
- Maintain intermediate kitchen/knife skills to support the needs of the Executive/Sous Chef in accordance with the banquet event orders
- Comply at all times with SMG standards and regulations to encourage safe and efficient facility operations
- Maintain a positive demeanor at all times
- Be responsible for quality of food
- Ensure kitchen and equipment cleanliness
- Maintain kitchen in a clean and organized manner to facilitate high volume production
- Handle and store food in a sanitary fashion
- Recognize quality standards in fresh vegetables, fish, dairy and meats
- Coordinate with Executive Chef/Sous Chef for Banquet functions and special orders
- Obtain all necessary supplies and equipment to perform duties, including stocking of all china and silver as needed
- Understand formal requisition process
- Attend meetings/training as required by management
- Perform other duties as requested by management

**QUALIFICATIONS:**

- High School diploma or equivalent and/or experience in a comparable facility or related field preferred.
- Previous kitchen experience required
- Education and experience will be evaluated.
- Must be able to stand for long periods of time (minimum of 5 hours)

**TO APPLY:**

This position offers a competitive salary and benefit package. All Resumes must include salary requirements for consideration and may be sent to [csayles@jacksonconventioncomplex.com](mailto:csayles@jacksonconventioncomplex.com). No phone calls, please.

**SMG is an Equal Opportunity Employer M/F/D/V**