



Position opening:

Sous Chef

Irving Convention Center

Irving, TX

POSITION: Sous Chef
DEPARTMENT: Food & Beverage
REPORTS TO: Executive Chef
FLSA STATUS: Salaried Exempt

Summary:

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a **Sous Chef** at the SMG Irving Convention Center. Primary responsibility are leading a staff of 10 or more cooks with varying degrees of experience, maintaining food costs, creating unique menu items, and training and development. Responsible for working in conjunction with other members of the F&B staff to ensure guests have an amazing dining experience.

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Ordering, receiving, and preparing food items.
- Maintaining food costs and budget goals
- Produce required product according to Banquet Event Orders for each events.
- Maintains an active role in local hospitality community and professional associations.
- Attend in-house event-related meetings and relays immediate changes with other departments
- Maintaining all kitchen equipment cleanliness and annual maintenance
- Assess FOH and BOH needs during events to create seamless transitions
- Develop creative menu items
- Training all kitchen and stewarding staff to include "Serve-safe" and any health department regulations
- Maintain a health department score of 90 or higher
- Inventory controls
- Responsible for kitchen in absence of Executive Chef
- Assists with monthly inventory
- Assists in training of all cooks
- Other duties as assigned by the Executive Chef

Supervisory Responsibilities

05/05/2016

This position has supervisory responsibilities and must carry out these responsibilities in accordance with SMG's policies and applicable laws.

- Supervise all kitchen and stewarding staff in absence of Executive Chef.
- Touch tables and ensure each line cook is producing food up to our standards

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Minimum 4 years culinary experience in a high volume kitchen for large events
- Facility/industry experience preferred.

Skills and Abilities

- Ability to teach and train staff
- Advanced oral and communication skills
- Strong orientation to customer service and ability to work with other staff members in the facility.
- Results oriented individual with ability to meet required budgetary goals.
- Excellent organizational, planning, communication and inter-personal skills.
- Ability to undertake and complete multiple tasks.
- Must adhere to local Health Department codes
- Ability to be creative with food presentations and maintains a quality product
- This position requires substantial standing; walking, stooping and manual dexterity. Must be able to operate a computer
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Computer Skills

To perform this job successfully, an individual must have working knowledge of spreadsheet software and work processing software and be proficient in Microsoft Word, Excel and Power Point

Other Qualifications

- Ability to work under limited supervision and to interact with all levels of staff including management.
- Ability to work long and irregular hours that may vary due to functions and may include days, evenings, weekends and holidays. Some travel as needed.
- Serve-safe certified

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume and cover letter which includes salary requirements to:**

Brittany Cothran
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Irving Convention Center
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Irving, TX 75039
972-401-7729

SMG is an Equal Opportunity/Affirmative Action employer,
and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to
apply. VEVRAA Federal Contractor.