



**Concessions Supervisor**

**Irving Convention Center**

**Irving, TX**

**POSITION:** Concessions Supervisor  
**DEPARTMENT:** Food & Beverage  
**REPORTS TO:** Food & Beverage Manager  
**FLSA STATUS:** Non-Exempt

### **Summary:**

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for the Concessions Supervisor for SMG Irving Convention Center. This position manages all aspects of concessions operations by performing the following duties:

### **Essential Duties and Responsibilities**

Include the following. Other duties may be assigned.

- Supervises the concessions employees in the preparation and service of food and refreshments, as well as clean-up
- Assists in the training of concessions employees engaged in the preparing and cooking foods to ensure high quality, efficient and profitable food service
- Assists in purchasing refreshments, according to anticipated demand and familiarity with public taste in food and beverages
- Directs storage, preparation, and serving of refreshments by other workers at refreshment stand or circulating throughout audience.
- Assigns concessions workers to locations.
- Inventories supplies on hand at end of each day or other designated period.
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- Works within guidelines for food and labor costs.
- Helps in Banquets during peak needs when Concession demands are low.
- Must have the ability to work weekends, as needed to open and close cash events
- Other duties as assigned

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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**

- High school diploma or equivalent work experience
- 1 - 2 years related experience and/or training
- Ability to interact with all levels of staff including management and clients

## **Skills and Abilities**

- Demonstrated ability to control costs, generate increase revenue and manage accounts payable/receivable and financial reporting
- Strong written, verbal and interpersonal skills
- Ability to function in a fast-paced, team-oriented environment
- Ability to train workers in preparation and cooking of foods to ensure high quality, efficient and profitable food service
- Ability to manage several direct reports
- Bank/safe balancing
- Inventory control

## **Supervisory Responsibilities**

Directly supervises all employees in concessions. Carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

## **Computer Skills**

- To perform this job successfully, an individual should have some knowledge of computers
- Working knowledge of excel

## **Certificates, Licenses, Registrations**

Food Handlers

TABC

**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 stand; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and /or move up to 50 pounds.

**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:**

**hr@irvingconventioncenter.com**

**Irving Convention Center**

**500 W. Las Colinas Blvd.**

**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.