

**Position Announcement:**

**Irving Convention Center**

**Irving, TX**

**POSITION:** Cook  
**DEPARTMENT:** Food & Beverage  
**REPORTS TO:** Executive Chef  
**FLSA STATUS:** Non-Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Cook at the Irving Convention Center. The Cook, is responsible for:

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Plan, organize and prepare the production of all manual food products as assigned by the Executive Chef

Assist the Executive Chef in following and maintaining standard recipes as listed in the SMG Food and Beverage standard recipe book

Maintain safe and sanitary working conditions and environment

Attend and participate in Food Production meetings as instructed

Prepare menu items as directed on Production Sheet

Follow recipes and menu as outlined by Catering by SMG standard recipe book or as directed

Maintain quality food production standards of Catering by SMG

Maintain safe and sanitary working conditions and environment

Prepare hot food items for any or all of the work stations, including but not limited to; Fry/Sauté Station; Broiler/Roast Station; Breakfast Station; Stock, Soups, Sauces Station; and others as assigned

Follows all rules and regulations of Catering by SMG

Safely operates all equipment used at the location

Maintains safety, sanitation, and health code standards

Performs other related duties as assigned by Executive Chef

Must be able to work a flexible work schedule including nights, weekends and holidays

**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.

Must have ability to follow directions and effectively perform the work.

### **Education and/or Experience**

Certification of course completion from an accredited culinary school, college or technical school; three or more years of hands on experience, and one or more years of Kitchen/culinary supervisory experience

### **Skills and Abilities**

Ability to use, maintain, and train others in the use of basic food service and kitchen equipment

Strong communication skills and the ability to read, write, and understand English

Must speak and understand English well enough to converse with customers, supervisors and employees

Strong analytical and mathematical skills in relation to the culinary profession and Food and Beverage industry

Must have a pleasant personality and neat appearance

### **Computer Skills**

Must have basic PC application skills such as Excel and Word

### **Certificates, Licenses, Registrations**

Must have certification equivalent to Serv-Safe

**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.

This position will work under limited supervision and will require the ability to problem solve and the ability to interact with all levels of staff, including management. Hours vary due to function needs. Employee is regularly required to stand and walk for extended periods. Must regularly lift and or move up to 100 pounds. Must be able to withstand loud noise and temperature changes in the environment

**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.

List hours and travel if necessary

**TO APPLY:**

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

Brittany Cothran  
Irving Convention Center  
500 West Las Colinas Blvd.  
Irving, TX 75039

**FAX:** 972-401-7729

**EMAIL:** [bcothran@irvingconventioncenter.com](mailto:bcothran@irvingconventioncenter.com)

**No Phone Calls Please**

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

**Date Opened: 4/8/2015**

**Closing Date: 5/8/2015**