

Savor....
Catering by SMG

**Position Announcement: Executive Chef
Jackson Convention Complex, Jackson, MS**

POSITION: Executive Chef
REPORTS TO: Director of F&B and General Manager
FLSA STATUS: Salaried Exempt

Savor...Catering by SMG, has an excellent and immediate opening for the an Executive Chef at the **Jackson Convention Complex, in Jackson, Mississippi**. The successful candidate supervises all kitchen personnel, coordinates the daily work assignments for the Concessions – Catering/Banquet Department and administers operational; responsibilities within this Department.

Executive Chef

MAJOR RESPONSIBILITIES:

- Supervises all kitchen personnel
- Coordinates the daily work assignments for the Concessions - Catering/Banquet Department
- Administers operational responsibilities within the Department
- Orders all raw food products with consideration to seasonal availability and competitive cost analysis. Checks all deliveries for quality standards and correct pricing.
- Coordinates purchase orders for all expenditures with the Director of F&B and processes all invoices from vendors in a timely manner to insure accurate food cost, on a monthly basis.
- Participates in preparing the annual food and beverage budget and refers to it in regard to food cost and labor cost.
- Maintains a professional, efficient, and effective kitchen staff by hiring and training individuals in sanitary requirements, building procedures and proper/safe kitchen operations, in accordance with OSHA standards.
- Designs creative menus and plans production. Establishes presentation technique and quality standards.
- Reviews menus, analyzes recipes and determines food, labor and overhead costs.
- Coordinates and directs cooks and other kitchen workers engaged in the preparing and cooking of foods to ensure high quality, efficient and profitable food service.
- Ability to work under limited supervision.
- Requires flexible hours that will vary due to function needs.

QUALIFICATIONS:

Culinary Institute training or a related field is preferred. 3-5 years of Executive or Sous Chef experience in a Convention Hotel or Convention Center is preferred. Basic knowledge of food and beverage preparation and culinary operations is essential to the function of this position. A minimum of 3 years direct supervisory experience is also necessary.

TO APPLY:

This position offers a competitive salary and benefit package. EOE M/F/D/V. Resumes must include salary requirements for consideration and may be sent to:

Nick Tierno
Savor..Jackson Convention Complex
FAX: (305) 673-7435
EMAIL: ntierno@smgworld.com
No Phone Calls

SMG is an Equal Opportunity Employer

Date Opened: July 31, 2008

Closing Date: Until Filled