



Private Management for Public Facilities

**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Kitchen Cook	<b>COMPANY:</b> SMG/SAVOR
<b>DEPARTMENT:</b> Food & Beverage	<b>FACILITY:</b> Jacksonville
<b>REPORTS TO:</b> Executive/Sous Chef	<b>FLSA:</b> Hourly

**POSITION SUMMARY:**

This position works in the main kitchen and in concessions preparing food items for the facility.

**POSITION RESPONSIBILITIES:**

- Fulfilling the service per each Banquet Event Orders (BEO).
- Other duties as assigned.
- Maintaining all Kitchen equipment cleanliness and annual maintenance.
- Must be creative in designing buffet food presentations.
- Preparing recipes as directed.
- Must take direction well.
- Maintain clean safe working environment.

**WORK CONTACTS:**

Daily contact with the Executive Chef and Sous Chef, Captains and other convention center employees.

**SUPERVISORY RESPONSIBILITIES:**

Supervises temporary labor staff

**PHYSICAL EFFORT:**

This position requires stooping and lifting. Substantial standing, walking and lifting. Must be able to lift 30 lbs to the waste

**WORKING CONDITIONS:**

Works mainly in the main kitchen however, works throughout the building.

**MINIMUM REQUIREMENTS:**

- At least (1) year experience in a banquet facility preparing meals for large events.
- Ability to work with other staff members in the facility.
- Ability to undertake and complete multiple tasks.
- Ability to be creative with buffet food presentations and maintain a quality product.
- Attention to detail.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_