

SMG

Job Description

Job Title: Concessions Associate
Department: Food & Beverage Services
Reports To: Director of Food & Beverage
FLSA Status: Part-time Hourly, Non Exempt

Summary This is a hands-on position, providing the highest degree of professional concession service to guests with the goal of achieving customer satisfaction and retention.

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

- Preparation, cooking and service of all menu items. Some cooking and operation of cooking equipment required.
- Perform all opening and closing duties as requested.
- Maintain equipment through proper cleaning and scheduled maintenance.
- Operate POS touch screen cash register and maintain cash handling procedures.
- Fulfilling service requirements of each scheduled event.
- Maintains inventory control procedures.
- Ability to follow all company Department of Health rules and food handling policies.
- Attention to detail and consistency in every area.
- Position is very hands on with excessive interaction with staff and customers.
- All other duties as required.
- Ability to work a flexible, non-standard work schedule including nights, weekends and holidays.

Physical Effort:

This position requires substantial standing, walking, and dexterity to operate office and warehouse equipment. Also, requires lifting (50lbs.) and stooping.

Minimum Requirements:

- Kitchen, cooking or related culinary experience helpful
- Strong customer orientation with ability to be a team player.
- Excellent oral and written communication skills.
- Consistent attention to detail.
- Experience with Micros or similar touch screen cash register systems.
- Excellent customer service skills.
- Ability to undertake and complete multiple tasks.
- Must possess, or have the ability to obtain Basic Food Handling and Safety Certification

Working Conditions:

- Must be able to stand/sit/walk for extended periods of time.
- Long hours: To include nights, weekends and holidays.

- Physically able to move/lift 50 lbs.

Education and/or Experience

High school diploma or equivalent

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.