



Position Announcement:
Greenville, South Carolina



POSITION: Executive Steward
DEPARTMENT: Stewarding
REPORTS TO: Executive Chef
FLSA STATUS: Exempt

SUMMARY

Ensures compliance with federal, state, and local food safety regulations. Manages stewards in order to maintain a clean, sanitary and organized department. Maintains small wares inventories, enforce guidelines as it pertains to chemical usage, safety guidelines and standardized operating procedures. Oversees receiving of purchased products, food delivery to events and small wares staging.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Chemicals:

- Compile chemical orders for purchasing as necessary.
- Update chemical order guide.
- Maintain SDS (Safety Data Sheets) with current information.
- Train employees on proper usage and handling of chemicals and use of PPE (Personal Protective Equipment).

Equipment & Building:

- Supervise all ware washing to ensure proper procedures are followed.
- Insure that all items are cleaned, sanitized and stored in proper locations.
- Supervise daily cleaning and sanitizing of kitchen and ware washing areas.
- Manage daily, weekly and monthly deep cleaning schedules.
- Maintain all areas of food and beverage department.
- Maintain communication with the Facility Engineer in order to identify equipment maintenance issues.
- Perform bi-annual small wares inventory and recommend order levels based on par levels.
- Perform daily temperature readings on freezers and cooling equipment.
- Maintain a clean and organized food receiving dock area including recycle containers, compost bins and trash bins.
- Assist with daily lock down of culinary department.

Personnel:

- Supervise the Stewarding staff in a manner consistent with SMG Human Resource Policies and Procedures.
- Assure the safety of the work environment and report any potential hazards to the Food & Beverage Director and Human Resources.
- Document all work-related injuries and illnesses by completing a First Report of Injury form and submit to Human Resources immediately.

- Consult with Executive Chef in determining proper staffing levels and maintaining budgeted labor goals.
- Allocate personnel during events to best utilize labor and efficiency.
- Ensure a safe and code compliant working area.
- Responsible for training of line-level Stewards to ensure proper ware washing techniques, chemical usage, storage procedures and sanitation standards.
- Responsible for check-in and check-out of daily temporary and part-time stewarding staff.

Events:

- Discuss event small ware needs three days out with Catering Manager and Executive Chef.
- Supervise transportation of food items to proper locations.
- Supervise receiving small wares deliveries.
- Stage breakdown stations for daily events.

QUALIFICATIONS

- Knowledge of sanitation and cleanliness guidelines.
- Working knowledge of chemical usage and safe-handling practices.
- Working knowledge of small ware and equipment maintenance.
- Skill in volume ware washing techniques.
- Basic math skills.
- Good communication skills
- Strong organizational skills and ability to multi-task.
- Ability support large functions.
- Ability to work extended hours productively.

EDUCATION AND WORK EXPERIENCE

- High school diploma or equivalent.
- Minimum of two years of experience in a kitchen environment including one year in a supervisory position.

PHYSICAL DEMANDS

- Ability to read printed words and numbers in printed form and on computer/terminal monitor.
- Hearing sufficient to clearly hear voices, alarms, bells and horns.
- Performing work through repetitive eye/hand coordination.
- Daily lifting up to 25 lbs. Up to 5 minutes at a time. Daily carrying up to 25 lbs. up to 5 minutes at a time.
- Ability to distinguish color.
- See and distinguish objects or symbols as 20 feet or more and 20 inches or less. Depth perception, peripheral vision and bringing objects into focus.
- Climbing ladders and staircases multiple times per day as needed to pick stock.
- Constant standing, walking, stooping. Constant reaching, handling products.

WORKING ENVIRONMENT/CONDITIONS

- Fast-paced, very physical environment.

- May be exposed to extreme cold from walk-in coolers/freezers for up to one hour at a time.
- May be exposed to extreme heat from hot burners and/or steam for extended periods of time.
- May be exposed to minimal amount of smoke for extended periods of time.
- May be exposed to cleaning chemicals.
- Requires standing for several hours at a time each day.

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Minimum of 40 hours per week.
- Irregular hours including early mornings, late evenings, weekends and holidays as determined by event schedule.
- Extended hours may be required, as determined by event schedule.

TO APPLY:

If you meet the minimum qualifications listed above and are interested in this position, please apply in one of the following ways:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000458792506&fromPublish=true#/>

Recruiter:

LaTomya Doctor
SMG – Greenville Convention Center
One Exposition Drive
Greenville, South Carolina 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5864

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.