



**Position Announcement:**  
**Greenville, South Carolina**



**POSITION:**            **Lead Steward**  
**DEPARTMENT:**    **Food & Beverage - Stewarding**  
**REPORTS TO:**       **Executive Steward**  
**FLSA STATUS:**     **Non-Exempt**

## **SUMMARY**

This is a hands-on position assisting the Executive Steward in the daily operations of the culinary department by maintaining sanitary standards, ware washing, training and supervision of stewarding staff, small wares inventories, receiving of purchased products and overall organization of the dish room, kitchen, service areas and storage areas.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### Equipment & Building:

- Supervise all washing and storage of small wares ensuring proper sanitary and organizational standards are met.
- Insure that all items are stored in proper locations and work areas are ready for the next shift.
- Perform daily cleaning of kitchen and ware washing areas.
- Perform daily, weekly and monthly deep cleaning schedules.
- Maintain equipment and facility cleanliness.
- Communicate equipment maintenance and tracking issues to Executive Steward.
- Assist in bi-annual small wares inventories.
- Maintain an organized loading dock area.
- Assist with daily security and lock down of culinary department.

### Personnel:

- Delegate assignments to steward staff as necessary and maintain strong awareness of hourly progress.
- Assist in allocation of personnel during events to best utilize labor and efficiency.
- Assist in staff training to ensure an efficient, safe and code compliant working area.
- Maintain and influence an efficient work ethic.
- Assist Executive Steward in 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 needs three days out with Executive Steward, Chef and Sous Chef, i.e. hot boxes, plates and break-down stations.
- Supervise transportation of food items to proper event locations.
- Discuss flow of event with Catering Manager and Culinary department.
- Receive deliveries of food and non-food items and assure proper storage of such items.
- Stage the set-up of hot boxes, plates and plate covers for daily events.
- Stage the breakdown stations for daily events.

### **QUALIFICATIONS**

- Working knowledge of sanitation and cleanliness standards.
- 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 one year of experience in a Kitchen/Dishwashing environment, supervisory experience preferred.

### **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 at:

[https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000471589806&\\_fromPublish=true#/](https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000471589806&_fromPublish=true#/)

### **Recruiter:**

LaTomya Doctor  
SMG – Greenville Convention Center  
One Exposition Drive, Greenville, SC 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.