



**SMG**  
**Job Description**

*Private Management for Public Facilities*

**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.

**TO APPLY:**

This position offers a competitive salary and benefit package. Resumes must include salary requirements for consideration and may be sent to:

Brittany Cothran  
Irving Convention Center  
500 West Las Colinas Blvd.  
Irving, TX 75036

**FAX:** 972-401-7729

**EMAIL:** [bcothran@irvingconventioncenter.com](mailto:bcothran@irvingconventioncenter.com)

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