



# BAYFRONT CONVENTION CENTER

1 Sassafra Pier | Erie, PA 16507  
Office: 814.455.1260 | Fax: 814.879.0910  
[www.bayfrontconventioncenter.com](http://www.bayfrontconventioncenter.com)

## JOB POSTING

**DATE:** November 24, 2014

**POSITION:** Bayfront Convention Center  
First Cook Supervisor

**POSITION SUMMARY:** Attached

**QUALIFICATIONS:** Attached

**TERM:** Full Time Salaried Position  
Must be able to work non-standard work week with some regularity including evenings, weekends and holidays

**APPLICATION DEADLINE:** December 12, 2014

**TO APPLY:** Submit application and/or resume to:  
Bayfront Convention Center  
1 Sassafra Pier  
Erie PA 16507

Application may be obtained from the administrative offices at the Bayfront Convention Center or the Erie Insurance Arena



**E R I E** County Convention Center Authority

■ Louis J. Tullio Arena

■ The Warner Theatre

■ Jerry Uht Ballpark

■ Bayfront Convention Center



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## BAYFRONT CONVENTION CENTER JOB DESCRIPTION

**POSITION:** First Cook Supervisor

**REPORTS TO:** Executive Chef

**POSITION SUMMARY:** This is a full-time, exempt position and part of the Erie County Convention Center Authority at the Bayfront Convention Center. The Bayfront Convention Center First Cook Supervisor performs all tasks specified by the Executive Chef. The First Cook -Supervisor position comes with a great deal of responsibility. Reporting directly to the executive chef, the successful First Cook - Supervisor will quickly amass an in-depth familiarity with the kitchen's operations so that they may fill in for the executive chef/Sous Chef when needed and assist them in resolving any problems that may arise on the job.

A First Cook - Supervisor must possess the ability to quickly and authoritatively delegate job tasks to a large staff. They must also be able to draw upon their experience as a culinary chef who has worked in many different roles and settings in order to effectively coach and mentor junior chefs.

**QUALIFICATIONS:** Culinary degree or directly related experience required. Complete understanding of cooking terminology and ingredients. Ability to work in a traditional commercial kitchen environment including regular exposure to heat, cold, humidity, noise, wet floors, hot grease, lifting up to 50 pounds, hot surfaces, knives and sharp objects, electrical equipment, etc.

**SALARY:** Full Time \$25,000-\$30,000 Annual Salary Plus Benefits



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### FIRST COOK SUPERVISOR JOB DESCRIPTION DETAIL

- Works to the standard set by the Executive Chef.
- Prepares food and specified by the Executive Chef/Sous Chef.
- Follows production sheets accurately and ensures that their timelines are met.
- Opens and/or closes the kitchen as specified by the Executive Chef/Sous Chef.
- Operates all equipment safely and correctly.
- Organizes and sanitizes walk-in coolers, freezers and equipment.
- Tastes and evaluates food before serving to ensure that standards are met; consults with Executive Chef, Sous Chef and/or other management should there be any concern whatsoever.
- Portions food as directed.
- Creates interesting garnishes.
- Practices and ensures others practice safe food handling.
- Understands the use of, implements and maintains the “clean as you go” method.
- Maintains close communication and works cooperatively with the Executive Chef, Sous Chef, BCC administrative team and coworkers to foster a professional work environment to achieve the highest quality operation.
- Attend staff meetings, food tastings, planning meetings, etc. as directed by management.

