

**BAYFRONT CONVENTION CENTER  
JOB DESCRIPTION**

**POSITION:** Second Cook

**REPORTS TO:** Executive Chef

**STATUS:** Non Exempt

**POSITION SUMMARY:** Performs all tasks specified by the Executive Chef, Sous Chef and Director of Food & Beverage. Works as scheduled.

**QUALIFICATIONS** Culinary degree, some culinary training, or equally related experience preferred. One year satisfactory cooking experience required, four to five years preferred. Must understand cooking terminology and ingredients. Serve Safe certified preferred. At times, works in a hot area with a lot of humidity. Area becomes congested and noisy during busy periods. Physical demands include a lot of standing, walking and heavy lifting. Working hazards include hot surfaces, wet floors, hot grease, heavy lifting, knives and other sharp objects and electrical shocks.

**JOB DESCRIPTION**

- Prepares food as specified by the Chefs.
- Reads and follows all recipes.
- Works to standards specified by Chefs.
- Operates all kitchen equipment safely and correctly.
- Tastes and evaluates food before serving to ensure that standards are met; consults with the Chef if there are any concerns.
- Portions food as specified by the Chefs.
- Garnishes food in an appealing manner.
- Follows production sheets accurately.
- Serves food that is safe to eat. Follows facility and Chefs safe food handling guidelines.
- Cleans and sanitizes work area according to cleaning schedule.
- Understands and uses the “clean as you go” method.
- Must show demonstrated ability to meet the company standard for excellent attendance and be available to work events as scheduled.
- Implements and maintains ECCCA and BCC policies and procedures.
- Maintains close communication and works cooperatively with Executive Chef, the rest of the Administrative team and co-workers to ensure consistency of services and the highest quality of operation.

