



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

## **ERIE INSURANCE ARENA**

### **JOB DESCRIPTION**

#### **FOOD EXPEDITER**

**POSITION:** Food Expediter

**REPORTS TO:** Erie Insurance Arena Concession Operations Manager

#### **POSITION**

**SUMMARY:** This position functions as the liaison between the kitchen staff and the service staff to ensure food is prepared and presented according to menu specifications and/or customer request. All duties are to be performed in accordance with Pennsylvania State laws and regulations, as well as ECCCA policies, practices and procedures.

#### **ESSENTIAL FUNCTIONS:**

- Know the menu for each function served and be able to explain the major ingredients and preparation methods for each item to be served.
- Set up food production service line to ensure it is properly stocked prior to the event; small equipment, assembly materials and prepared foods
- Assist kitchen personnel and the service team with the proper and timely delivery of food orders from the kitchen to all service areas of the arena; courtside seats, club level seats, private suites, meeting rooms and club buffet.
- Track cooking times on all orders
- Monitors product quality and proper plate presentation. Communicates any variance of established standards with the kitchen staff
- Coordinate verbal communication between kitchen and service staff via radio
- Direct food runners and servers who are delivering completed orders
- Ensure product is labeled to avoid confusion during delivery
- Monitor all assembly areas for safety and sanitation practices and procedures.
- Ensure all items are put away and area is clean at the end of the shift
- Attends all staff meetings as required by management

## JOB REQUIREMENTS:

- Must be 18 years of age or older
- High school diploma or equivalent
- Two (2) years of experience in a high volume food production facility
- Must be able to communicate effectively, both verbally and written, in English
- Excellent hospitality and time management skills
- Ability to occasionally lift and carry up to fifty (50) pounds at a time.
- Ability to perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting.
- Self-motivated with excellent organizational skills and attention to detail.
- Ability to work in a noisy environment
- Ability to work well around a large number of people.
- Ability to work well with people in a team environment
- Ability to function in a fast paced environment, under short time constraints, and within established deadlines.
- Must be bondable
- Ability to work a flexible schedule including extended hours, weekends and holidays.
- Maintains close communication and works cooperatively with the First Cook Supervisor, the rest of the Arena Management team and co-workers to ensure consistency of services and the highest quality of operation.

SALARY: \$7.25-\$10.00 per hour