



Example of Commis Job Description

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Our innovative and growing company is looking for a commis. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for commis

- Checks and controls the proper storage of product, monitoring age and condition of all food items to rotate and maintain highest quality
- To keep informed of the restaurant activity (Ask about the different types of guest (seminars, groups, individuals))
- A minimum of 1 years Culinary experience
- Prep food for kitchen
- Run your own section during service under instruction from the Head Chef
- Take responsibility to rectify hazardous situations, reporting major areas of concern to Chef de Cuisine / Sous Chef or designate
- Report any problems regarding failure of machinery and small equipment to the Chef de cuisine and to follow up and ensure the necessary work has been carried out
- The above description is not to be regarded as exhaustive
- Follow instructions given by your PIC (Person in Charge)
- Do in practice what you have learned in training

Qualifications for commis

- Adhere to all client and company Health & Safety policies and procedures at all times Food Handling, Manual handling, Fire procedures
- Provide the highest level of customer service by demonstrating the ESS Way values and behaviours at all times to colleagues, customers and clients
- Maintain the cleanliness of all kitchens and surrounding working areas

- Assist with the processing of orders via nominated systems by using the correct approved Compass vendors
- Check invoices and delivery notes and report any anomalies to your line Manager
- Assist with the receipt, correct storage and quality of food supply and report any concerns or observations to your Line Manager