

JOB DESCRIPTION

TITLE : Commis II
DEPARTMENT : Food & Beverage Production
REPORTS TO : Chef-de-Partie

General Responsibilities:

- Assist with mise-en-place for his/her assigned station/section.
- Ensure you have acknowledged handovers from previous shifts.
- Maintains the orderliness and cleanliness of the work stations, buffet area, etc.
- Possesses good product knowledge including types of rooms, resorts facilities, restaurant operational hours, special functions and events held at the resort.
- Follows immaculate grooming standards in line with the resort's grooming policy.
- Should be well versed of the departmental BRISOP (*Brand Rosetta Integrated Standard Operating Protocols*)

Specific Responsibilities:

- Produces food of high quality according to standard recipes.
- Assists with the production and presentation of different dishes.
- Assist Chef-de-Partie to supervise outlet kitchen operations and discipline of staff.
- Perform the duties and assume the responsibility of all production and presentation of kitchen outlets as required by the daily operation including banqueting, a la carte, and special promotion.
- Operation of the various equipment as provided in the respective working area.
- Give subordinates sufficient assistance and guidance to ensure that they can perform in a good environment.
- Take responsibility for the cleanliness of the working areas and equipment.
- Communicates to his/her superior any difficulties, guest or internal customer comment and other relevant information.
- Establishes and maintains effective employee working relationships.
- Attends daily briefings, training, and other meetings as scheduled.
- Performs related duties and special projects as assigned.
- Initiate action to correct a hazardous situation and notify supervisors of potential dangers.
- Log security incidents and accidents following resort requirements.
- Responsible for maintaining the waste management.
- Actively pursuing cost-saving measures without affecting the quality of food.
- Follows HACCP standards and maintains personal hygiene.
- Responsible for achieving a score of 90% in Guest Satisfaction Index for Food Production operations and take necessary action for the shortcomings for standard compliance.
- Carry out any reasonable duties as instructed by the Sous Chef.

JOB SPECIFICATION

<u>Knowledge & Skills</u>	<u>Disposition /Personality</u>
Great Interpersonal skills	Willing and able to work in different shifts and extra hours on occasions to complete tasks
Should be cost-conscious	Presentable & Pleasant
Guest and quality-oriented	Outstanding performer with a good eye for detail
Able to communicate with the guests and anticipates their needs	Able to work independently with minimal supervision
Ability to perform effectively when there are significant pressure peaks	Self-motivated, positive attitude, helpful

We expect all our associates to work in harmony and cohesion with other departments as well as colleagues from other group companies.

The organization shall reserve the right to depute your services between departments and between group companies. The Human Resource's team shall at all points be sensitive towards your aspirations and endeavor to manage your skills and aptitude in accordance to them.

Name	
Signature	
Position	
Date	

Signature

I have read/reviewed and have asked any questions necessary to understand the contents.

by **R**erns