**Position:** Commis Chef

**Unit:** KOA Jeddah

**Reports to**: Chef Departis

**Over sees:**

**Job Level**: D

Commis chefs are novice chefs who work to support a chef de partie in a kitchen. They perform cooking, cleaning, delivery, and other support duties as instructed by the chef de partie. Commis chefs help ensure that a kitchen's operations run smoothly. A Commis Chef assists a section chef and needs to assists in the food preparation process. Cooking and preparing elements of high quality dishes. Preparing vegetables, meats and fish and to possess ability to support the kitchen’s efficiency and safety without compromising the quality of the meals produced. Commis chefs will be responsible for the basic prep work for the section. They need to keep the section organized and tidy and follow the health and hygiene regulations.

**Main Duties**

* Monitors kitchen equipment and reports issues to superiors
* Continually develops culinary knowledge to produce high-quality meals
* Measures, mixes, and prepares meal ingredients, sauces, and seasonings
* Washes, chops, and cuts fruit, meat, and vegetable items
* Assesses inventory and requests resupply when necessary
* Disposes of spoiled items and adheres to sanitation policies
* Preparing basic salads and sauces as directed by the Chef de Partie.
* Receiving deliveries and verifying that all ordered items have been delivered and are of good quality.
* Taking inventory of restaurant supplies and notifying the supervisor of low or depleted supplies.
* Discarding all expired and spoiled food items stored in the stock rooms, refrigerators, and freezers.
* Performing basic cleaning duties and ensuring that workstations are properly sanitized.
* Plating and presenting meal items as per the Chef de Partie’s instructions.
* Ensuring minimum kitchen wastage
* Assisting in the food preparation process
* Cooking and preparing elements of high quality dishes
* Preparing vegetables, meats and fish
* Helping with deliveries and restocking
* Assisting with stock rotation Cleaning stations

**Knowledge Requirements:**

* Basic knowledge of all sections
* Ability to work under supervision of a limited range
* Ability to produce good quality basic food
* Understanding of health and safety
* Understanding of basic food hygiene practices
* Good oral communication
* Good level of numeracy Enthusiasm to develop your own skills and knowledge plus those around you
* Adaptability to change and willingness to embrace new ideas and processes
* Ability to work unsupervised and deliver quality work
* Positive and approachable manner
* Team player qualities

**Health and Safety and Welfare**

* Ensure that all potential and real hazards are reported immediately and rectified.
* Be fully conversant with all departments fire, emergency and Bomb procedures.
* Be fully conversant with the KOA “Food and Hygiene Policy” and “Health and Safety

Policy”

**General Requirements:**

* Always be on time for your shift.
* Always be properly groomed as per company standards.
* Always make sure uniform is clean and properly pressed.
* Always make sure shoes are polished and in good shape.
* Your smile is part of your uniform.
* Always be polite with everyone around you.
* Take good care of company property and equipment.
* Be responsible when using company resources and utilities (water, electricity, Gas.. ect)
* Be mindful of the environment and recycle whenever possible.
* When in uniform weather on premises or not you represent the brand please respect that.
* Never under any circumstances argue with our valued Guests.
* Never under any circumstances argue with your colleagues on the floor.
* We are a team help others when you can.
* Kindly never bring food or drinks into the restaurant.
* Do not carry a cellphone or a wallet when on duty. (Doesn’t apply to all positions).

 Name:

Date:

Signature: