

TROON GOLF

Position: Commis
Department: Food and Beverage Kitchen
Reports to: Executive Chef or Other Department Manager or Director

General Purpose:

Assists culinary staff in meeting daily operation goals by preparing quality entrées for guest consumption and enjoyment.

Essential Duties:

- ◆ Prepares the proper amount of food according to production or forecast sheets and production plans.
- ◆ Prepares items in accordance with established recipes for a consistent product.
- ◆ Learns and maintains standards in food production and quality.
- ◆ Expedite orders in a timely manner.
- ◆ Practices excellent operational sanitation.
- ◆ Executes scheduled banquet functions.
- ◆ Checks and dates all deliveries received reporting any variances to chef in charge.
- ◆ Verifies that all coolers are at the proper temperatures and are cleaned on a daily basis.
- ◆ Monitors inventory rotation to maintain fresh product with little or no waste.
- ◆ Prepares inventory requisition and receive supplies as necessary for quality production.
- ◆ Communicate equipment repair needs with chef in a timely manner.
- ◆ Incorporates safe work practices in job performance.
- ◆ Performs other duties as required.

Education/Experience:

High school diploma or one to three months related experience and/or training; or equivalent combination of education and experience.

Physical Demands:

Frequently stands, uses hands to finger, handle, or feel, talks, hears, tastes and smells. Regularly walks and reaches with hands and arms. Occasionally sits, climbs, balances, stoops, kneels, crouches, or crawls. Regularly lifts up to 50 pounds and occasionally lifts up to 100 pounds.

Environment/Noise:

Regularly works in extreme heat (non-weather) and near moving mechanical parts. Occasionally works in extreme cold (non-weather), wet or humid conditions (non-weather), near toxic or caustic chemicals, and in outdoor weather. Noise level is moderate.

Certificates/Licenses:

Sanitation Training

Job Knowledge, Skill, and Ability Preferences:

- ◆ Ability to read and speak English may be required in order to perform the duties of the job (e.g. the associates may be required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates may use are in English).

This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.

NOTE : THIS JOB DESCRIPTION IS NOT EXHAUSTIVE AND THE MANAGEMENT RESERVES THE RIGHT TO ADD, DELETE OR REPLACE JOB TASKS FROM TIME TO TIME

ISSUED BY: HEAD OF DEPARTMENT

NAME AND SIGNATURE:

DATE: _____

RECEIVE AND ACKNOWLEDGE BY:
I HEREBY UNDERSTAND THE ABOVE JOB DESCRIPTION AND WILL PERFORM IN ACCORDANCE TO ALL REQUIREMENT AS STATED.

SIGNATURE AND DATE: _____

FOR HUMAN RESOURCE USE ONLY:

RECEIVED BY: _____

FILED ON: _____
