

# Turkey Jobs Expertini®

## Commis 1

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Company: Accor

Location: Beşiktaş

Category: other-general

Company Description

Job Description

SECTION ONE: JOB OUTLINE

Job Title:

Commis Trainee

Department:

Food & Beverage

Division:

Kitchen

**Job Band:**

Level ?

Reporting Line:

Reports To All

Supervises:

Other Relationships:

All departments

Job Summary/Purpose:

## Key Areas:

1. Essential Job Functions
2. Communications
3. Hygiene and Food Safety Management
4. Cost Control

### **Special Note:**

The attached key areas, responsibilities and activities reflect the items considered necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

## SECTION TWO: KEY AREAS

**Position** Commis Trainee

### **RESPONSIBILITIES**

#### **ACTIVITIES**

##### **1. Essential Job Functions**

To have a thorough knowledge of the establishment's facilities and personnel involved

To be equipped with good knowledge of food service techniques and menu contents

To be aware of the hotel fire and safety and emergency procedures

To ensure that food quality and standards are maintained at all times when preparing for

Restaurant and banquet functions

To be responsible in keeping all refrigerators, freezers and general work areas tidy

To perform all duties assigned by superiors to the best of his/her knowledge in the most productive way

To make use of stand recipe and presentation instructions whenever possible

To assist in food stock taking as required

To adhere to all rules and regulations set by the management

To ensure that mise-en-place is completed prior to service

To assist the Chefs as required

## **2. Communications**

To contribute and work as a team in the general operations of the kitchen(s), offering to assist fellow colleagues when required

To maintain a professional and friendly attitude towards guests during contact

## **3. Hygiene and Food Safety Management**

To be acquainted and familiar with the use of all electrical and mechanical equipment in the kitchen and observes the safety precautions when handling them

To practice the hygiene and sanitation procedures set by the hotel when handling food

To ensure proper use and cleaning of equipment in order to prolong the use and prevent damage

## **4. Cost Control**

To ensure that there is no wastage of food, paper supplies, electricity and water

To maintain strict control on food portioning and wastage, ensuring gross food profitability

## **SECTION THREE JOB SPECIFICATIONS**

**Position** Commis Trainee

### **CHARACTERISTICS**

#### **REQUIRED**

#### **ESSENTIAL**

#### **DESIRABLE**

#### **PHYSICAL**

Physically fit

Clean and professional appearance

#### **LANGUAGES**

Oral and written fluency in Turkish & English

#### **QUALIFICATIONS /**

#### **TRAINING**

Culinary related certificates

Apprenticeship or any other culinary certificate/diploma preferred

## **WORK EXPERIENCE**

Minimum 1 year in the culinary field depending on position

Minimum 1 year experience in a Luxury Hotel an advantage

## **DISPOSITION**

Character;

Leadership;

Relationships;

Potential;

To ensure a clean, professional appearance according to hotel's grooming standards

To report to duty in complete clean uniform and on time, as set forth by hotel's standards

Additional Information

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