**Job Description**

Job Title : Commis I/II/III

Department : Waku Ghin

Area : BOH

JD Version : 1.0 \*Please checked accordingly: [ ]  **SEL** / [x]  **NSEL**

**Organizational Structure**

Reports To : Sous Chef

**JOB SCOPE**

**Personnel Management**

* Follow orders and advices instructed by Chef de Partie and Sous Chef to perform job task following directions; completed within acceptable time frame.
* Adapt yourself to business needs and be willing to work any day of the week and any shift.
* Remain focus and complete one task before switching to the next one.
* Attend and participate to company trainings embracing learning opportunities with positive attitude and adhere to company philosophy.
* Work calmly and efficiently while promoting good working relations in the culinary/pastry/bakery department.
* Demonstrate a positive attitude and take pride in one’s work. This must be reflected in the product produced for our guests to consume.
* Adhere to company policies and statutory requirements with regards to health and safety, sanitation, and fire procedures.
* Report to culinary management any maintenance defects using the correct and proper procedures.
* Maintain high standards of grooming for oneself and subordinates ensuring good customer relations are maintained at all times, in particular when working in the public areas of the hotel.
* Ensure that you report to work on time as per culinary department schedules. Report any sickness or absence from work using the correct procedures.

**Kitchen / Food**

* Monitor the production of food items to ensure they are in compliance with the prescribed recipes and specifications. Adhere to all the standards of food presentation, production, and portioning controls.
* Ensure quality of food items according to the standards in place. It includes ensuring all food items are in perfect sanitary condition, applying *“First in First out!”* kitchen best practice.
* Ensure all food products are stored properly in their appropriate fridges and storage containers throughout shift.
* Maintain a high standard of cleanliness and sanitation in and around all culinary work areas and ensure that all colleagues clean their stations after every service.
* Ensure safe and proper use of equipment at all times and to instruct this to all culinary colleagues.
* Monitor basic cooking preparation techniques and utilization of knives.
* Comply and ensure Marina Bay Sands (Las Vegas Sands Corporation) hygiene policies are strictly adhered to on a daily basis.

**JOB REQUIREMENTS**

* Diploma / Certification in Culinary Arts or Patisserie or Bakery.
* 1-3 years of experiences as a culinary arts, pastry or bakery profession.
* Able to identify different kind and categories of raw materials.
* Can differentiate various type of cuisines.
* Have basic cooking and sanitary knowledge.
* Have a well-groomed, professional appearance.
* Willing and able to work shift work.