

**COMMISSARY ASSISTANT JOB DESCRIPTION**

**JOB SUMMARY**

**The commissary assistant duties include processing the products based on the required quantity and specifications, labeling and safely packaging the products, ensuring that the items are free of any defects before distribution, monitoring the supply inventories, reporting defected machines and equipment, and maintaining.**

**REPORT TO: COMMISSARY MANAGER**

**Report to the supervisor in the absence of the manager**

**ACTIVITIES AND RESPONSIBILITIES**

* Be punctual and at work for your when schedule shift daily.
* Complete all delegated task in a timely and efficient manner.
* Wear the appropriate uniform when completing task.
* Prepare Dough using Domino’s specification through weighting, mixing and placing balls on trays.
* Recording the temperature and time dough enters chiller
* Placing dough trays into the Chiller
* Preparation of vegetables: cleaning, sanitizing, cutting and bagging all vegetables.
* Washing and sanitizing of dough trays.
* Heavy lifting: Packing and lifting of 100 lbs bags of flour , 50 lbs bags of cornmeal and cases of various vegetables.
* Maintaining a clean and sanitized work environment through mopping and sweeping commissary and chiller.
* Cleaning and sanitize Machineries.
* Cleaning and sanitizing walls, ceiling, steps and restroom.
* Cleaning and maintaining the compound.
* Follow all company procedures and policy.
* Any other duties which may be assigned.

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Employee Signature Date