**COMMISSARY SUPERVISOR 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.**

**ACTIVITIES AND RESPONSIBLLITIES**

SUPERVISORY ROLES

* Reports to the Commissary Manager
* Proper supervision of the production team
* Following up on all duties assigned to the commissary production team.
* Ensure proper ordering, rotation, Labeling and dating of products.
* Prepares schedules for the commissary team.
* Liaise with commissary team members and manager.
* Encourage teamwork amoung the commissary team
* Ensuring the dough truck is cleaned and sanitized before daily deliveries.

REGULAR DUTIES

* 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