



				<b>Bar Department</b> <h1 style="margin: 0;">Asst. Bar Manager</h1>		<b>POSITION DESCRIPTION</b> <h1 style="margin: 0;">50102</h1>			
<b>Standard Procedures Manual</b> ©		Prepared by Tim Skinner	Approved by E. La Scala/E. Bomiotto	Authorized by Capt. G. Cocurullo	For use on Cruise Fleet	Original File Apr 27 2010	Last Revision July 30, 2011	Revision No 1	Page 1 of 3
<b>POSITION NO.</b>		<b>50102</b>							
<b>Title</b>		<b>ASSISTANT BAR MANAGER</b>							
<b>Department</b>		Hotel – Bar Department							
<b>Main Function</b>		1 Supervision of Ship Beverage Service & Personnel.. 2 Cleanliness & Sanitation of all Beverage areas.							
<b>Reports to</b>		Bar Manager							
<b>Subordinates</b>		All Bar Staff							
<b>Replacement</b>		Colleague Assistant Bar manager							
<b>Usual working hours</b>		Information from Corporate Bar Manager							
<b>Uniform</b>		As per SP Manual (chapter uniform)							
<b>Operational bibliography</b>		VSP Manual, Shipsan Manual, Anvisa Regulations, MSC Sanitation Manual							
<b>Fundamentals of Position</b>		<ul style="list-style-type: none"> <li>To provide the highest standards of Beverage service to Guests and all personnel.</li> <li>To maintain set standards in sanitation, hygiene and personnel management, in compliance with Company Sanitation protocols in every area the ship.</li> <li>To provide and maintain quality service to generate maximum profits through cost control and creative, energetic salesmanship</li> </ul>							
<b>Requirements &amp; History</b>									
<i>Certificates &amp; Documentation</i>		Documented and certified in Food Safety							
<b>BST</b>		Basic Safety Training (BST) and all other certification and documentation in force at the time of engagement compliant with the flag state requirements of the vessel to which you are assigned.							
<b>Visas</b>		All other certification (including visas etc.) required and in force at the time of your employment to comply with the Flag State requirements of the ship to which you are assigned.							
<b>Language Skills</b>		<ul style="list-style-type: none"> <li>Fluent in oral and written English (working &amp; Safety language of the Company)</li> <li>Ability to speak, read and write in Italian is a major benefit and may be a requirement.</li> <li>Ability to speak, read and write in any major other languages (German, Spanish, Portuguese, French, Russian, Chinese etc.) is considered a major advantage that could eventually influence the selection for some positions.</li> </ul>							
<b>Experience</b>		Proven profitable Bar Management skills on a Cruise Ship, or supported evidence of similar skills in a multinational hotel or similar environment ashore.							
<b>Health</b>		To satisfy the requirements of the laws of the Flag State of the Ship regarding health and physical requirements, and to have current documentation to certify that all medical requirements relating to this position are met according to the specific requirements of the job.							
<b>Team Attributes</b>		Proven ability to work and (where necessary) supervise in a harmonious and productive team environment.							
<b>Preferred employee</b>		Non-Smoker							

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<div>Qualifications</div> <div>Minimum education level Certification</div> <div>Electronic cash systems Revenue strategies</div>		<div>Required for position</div> <ul style="list-style-type: none"><li>• High School Graduate</li><li>• Certified medically and physically fit to work with food, beverages and activities involving contact with food and beverages.</li><li>• Certificate or diploma from a recognized international bar school or bar training academy.</li><li>• A certificate, diploma or document to certify he/she has a full and professional knowledge, clear and demonstrated understanding and practical knowledge of bar systems, operations and beverages.</li><li>• Demonstrated understanding and practical knowledge of Food Safety as defined in Company sanitation manuals.</li><li>• Sound knowledge of cash handling, accounting, cash card systems and computerised bar systems.</li><li>• Proven ability to implement creative and appealing strategies to generate revenue and profit.</li></ul>					
<div>Physical Requirements</div>		<div>The following physical requirements apply to this position</div> <ul style="list-style-type: none"><li>• While performing the duties of this job, you may be regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.</li><li>• You must occasionally lift and/or move up to 25 Kg.</li><li>• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.</li><li>• You must be physically able to participate in emergency life saving procedures and drills.</li><li>• Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats.</li><li>• If working in any Guest area (or where Guests may see you), you are not permitted to display any tattoos on any exposed part of your body when wearing uniform (summer or winter).</li></ul>					
<div>Safety &amp; General Discipline</div>		<div>You are required to:</div> <ol style="list-style-type: none"><li>1. Read, understand and implement the Mission Statement of the Company.</li><li>2. Read, understand and follow the MSC Crew Regulations ensuring all personnel in the Housekeeping department have copies, and comply accordingly.</li><li>3. Wear the complete prescribed uniform and name badge as specified in Company Standards, complying with regulations relating to tattoos, hair and body decorations.</li><li>4. Attend and participate as required in all emergency drills, carry personal emergency card, and understand emergency duties.</li></ol>					
<div>Responsibilities</div> <div>Profitable, professional service</div> <div>Standard Procedures Fast service Profitable operations</div> <div>Sanitation Procedures Crew Bar</div> <div>Self Inspections</div> <div>Area set-up</div> <div>Fidelio</div> <div>Bar stocks Crew Familiarization</div>		<div>You are responsible to:</div> <ol style="list-style-type: none"><li>1. Assist the Bar Manager to provide professional, friendly, and profitable Beverage services in every beverage outlet, giving a service that exceeds the expectations of Guests.</li><li>2. Read and comply with the MSC Standard Procedures Manual©.</li><li>3. Ensure Guests are not kept waiting unreasonably for service in any bar or associated area.</li><li>4. Assist the Bar Manager to generate maximum sales and profits by creative work procedures, advertising, marketing, and energetic promotion, using events which include Happy Hours, Daily Specials, Cocktail demonstrations, Wine Tasting, Drinks to support the theme of the day or the location of the ship etc. within the policies of the Company.</li><li>5. Follow all bar-related Sanitation procedures as required by the Company.</li><li>6. Supervise the bar service for Crew, ensuring this area is maintained within Company sanitation standards.</li><li>7. Supervise daily self-inspection checks to ensure all bars, bar pantries, machinery and storerooms meet all Company sanitation and safety requirements.</li><li>8. Apply MSC procedures to all bar areas relating to cleanliness, set-ups, furniture, canapés, menus, appropriate and authorized room and door signs</li><li>9. Apply the full use of the Fidelio (or other) cashless system and attend all Fidelio training and upgrade programs as required by the company.</li><li>10. Ensure all bars and wine stores are fully stocked to par level at all times.</li><li>11. Ensure all bar personnel receive full familiarization and training for their positions when signing on, using the MSC Familiarization booklets and procedures.</li></ol>					

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<i>Bar Team Uniforms</i>		12. Ensure all bar personnel are issued with and wear the complete uniform, and that the uniforms are maintained in clean, well fitted and undamaged condition. Special attention is to be given to hair, jewellery, shoes, badge position and general cleanliness of uniforms, and that all men are perfectly shaved.													
<i>Morale</i>		13. Engender a high level of morale within the bar department, developing a good working relationship with all other shipboard departments.													
<i>Non-discrimination</i>		14. In supervisory roles, ensure all bar personnel receive fair and unbiased treatment without exception.													
<i>Sign-on, sign-off</i>		15. Assist in the coordination of all sign-on and sign-off procedures for bar personnel as required by the Bar Manager.													
<i>Evaluations</i>		16. Help pre-evaluate all bar personnel prior to their disembarkation or the disembarkation of the Bar Manager.													
<i>Inventory</i>		17. Assist in the compilation of a full inventory of all equipment and stock.													
<i>Attend meetings</i>		18. Attend regular (weekly) meetings and regular training programs, documenting and filing details of all meetings.													
<i>Cabin Inspections</i>		19. If required by the Staff Captain, take part in inspections of bar personnel cabins to ensure order, cleanliness and hygiene.													
<i>Resignations, Dismissal</i>		20. Advise the Bar Manager of resignations, dismissals or other sign-offs in good time to allow replacements.													
<i>Uniforms &amp; Equipment</i>		21. Provide for the Bar Manager an accurate log of uniforms, equipment, thermometers, openers, cabin keys etc. issued to personnel.													
<i>Parties &amp; Functions</i>		22. Attend and help coordinate the beverage activities at all parties and special functions.													
<i>Machinery</i>		23. Systematically check for the correct use of standard glassware, using standard recipes and standard proportions and measures.													
<i>Stocktakes</i>		24. Be present during physical inventory stock takes.													
<i>Dietary drinks</i>		25. Ensure sugar-free or diet drinks as well as fruit juices are available in all assigned bars.													
<i>Cleanliness of bar areas</i>		26. Check regularly all bar and lounge areas where bars exist to ensure cleanliness of furniture reporting any deficiencies to the Housekeeping Department.													
<i>Par Levels</i>		27. Ensure that Par Levels (start-up stock) is maintained in all beverage outlets.													
<i>Breakages</i>		28. Report to the Bar Manager all breakage, spoilage, or loss (due to negligence, rough seas or theft).													
<i>Requisitions</i>		29. Ensure that all Beverage Requisitions are given to the Food and Beverage Manager in good time to ensure delivery.													
<i>Bottle Store requests</i>		30. Take part in preparation of bottle store requests and be aware at any time of the actual stock availability in store.													
<i>Spot-check inventories</i>		31. If required by the Bar Manager, personally conduct the weekly spot-check inventories in the bars, reporting results to Bar Manager and elaborate the necessary actions in case of discrepancies.													
<i>Under-aged drinking</i>		32. Assist in enforcing the company requirement to prohibit minors from consuming alcohol at the bars.													
<i>Security of bars.</i>		33. Ensure all bars are safely secured at night and in ports when unattended.													
<b>Governing Status</b>		<table border="1"> <tr> <td><i>Status</i></td> <td>Petty Officer</td> </tr> <tr> <td><i>Accommodation</i></td> <td>Petty Officer Cabin – Shared use</td> </tr> <tr> <td><i>Assigned Mess</i></td> <td>Petty Officer Mess</td> </tr> </table>								<i>Status</i>	Petty Officer	<i>Accommodation</i>	Petty Officer Cabin – Shared use	<i>Assigned Mess</i>	Petty Officer Mess
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