



Standard Procedures Manual ©

# Food Services 2<sup>nd</sup> PASTRY COOK

## POSITION DESCRIPTION 51209

Prepared by Tim Skinner	Approved by E. La Scala/E. Borniotto	Authorized by Capt. Giuseppe Cocurullo	For use on Cruise Fleet	Original File May 20 2003	Last Revision August 02 2011	Revision No 3	Page 1 of 3
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<b>POSITION NO.</b>	<b>51209</b>
<b>Title</b>	<b>2<sup>ND</sup> PASTRY COOK</b>
<b>Department</b>	Food Services
<b>Main Function</b>	Help in supervising and preparing pastries, cakes and other related items.
<i>Reports to</i>	1 <sup>st</sup> Pastry > Chief Pastry
<i>Replacement</i>	2 <sup>nd</sup> Pastry Cook or Assistant Pastry Cook
<i>Standard working hours</i>	As assigned by the Executive Chef
<i>Uniform</i>	As per MSC Uniform Manual (SP34)
<i>Operational bibliography</i>	MSC Food Manual and recipes, VSP Manual, Shipsan Manual, Anvisa Regulations (South American program), MSC Sanitation Manual, Safety Handbook, MSC Employee Handbook. These manuals are available for your reference in the Crew Library or the F&B Manager.
<b>Fundamentals of position</b>	Working to company guidelines, the incumbent is to follow instructions of his superior to ensure high standards of food production and presentation, including portion and quality control. He is to follow all food safety and sanitation standards in his section in compliance with MSC Sanitation standards.
<b>Documents &amp; Certificates</b>	<ol style="list-style-type: none"> <li>1. Basic Safety Training Certificate including Swimming &amp; Rowing</li> <li>2. All other certification (including visas etc.) required including Compliance with the requirements of STCW 95 regarding certification for this position and all documents in force at the time of your employment to comply with the Flag State requirements of the ship to which you are assigned.</li> <li>3. You are required to have a current Panama Seaman's book.</li> </ol>
<i>Languages</i>	<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>
<i>Experience</i>	Proven successful experience for at least 2 completed contracts in a similar position in a Cruise Ship environment or in a major hotel operating under International Food Safety standards.
<i>Health</i>	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.

**The user of this document is responsible to ensure it is the latest version**



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**2<sup>nd</sup> PASTRY COOK**

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*Preferred employee* Non-Smoker

**Qualifications**

- High school graduate
- Certificate or diploma of graduation from an appropriate hotel school.
- Certified in Food Safety (Equivalent to Food Safety Professional Certificate or Diploma)
- Certified knowledge of all required food safety, preparation, presentation procedures and techniques to meet current International cruise standards within MSC Sanitation Standards requirements.
- Proven ability to plan and prepare/produce required pastry as programmed in the MSC Pastry Specifications.

**Physical requirements**

***The following physical requirements apply to this position***

- 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.
- You must occasionally lift and/or move up to 25 Kg.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- You must be physically able to participate in emergency life saving procedures and drills.
- 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.
- 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).

**Safety & Discipline**

***You are required to:***

1. Read, understand and implement the Mission Statement of the Company.
2. Read, understand and follow the MSC Crew Regulations ensuring all personnel in the Housekeeping department have copies, and comply accordingly.
3. Wear the complete prescribed uniform and name badge as specified in Company Standards, complying with regulations relating to tattoos, hair and body decorations.
4. Attend and participate as required in all emergency drills, carry personal emergency card, and understand emergency duties.

**Sanitation requirements**

1. Handwashing before the start of duty and at any time your hands become contaminated – and enforce Handwashing throughout the Pastry Section.
2. Inspect and ensure all personnel in the Pastry Department follow the Company's personal hygiene requirements.
3. Prohibit and prevent Pastry Section personnel carrying cigarettes or cellular telephones at any time on duty.
4. Never wear disposable aprons, gloves, caps etc. outside the Galley.
5. Prepare, understand and use HACCP Flow Charts prescribed by the Food Safety Management Team.
6. Have access to and use a calibrated probe (spear) type food thermometer to ensure safe temperatures of all Potentially Hazardous food.

**Following are the specific responsibilities for this position**



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<b>Responsibilities</b>		<ol style="list-style-type: none"> <li>1. Check the Pastry station for cleanliness before the start of each shift, using and completing the appropriate MSC Sanitation Standards checklist for this section.</li> <li>2. Advise your superior of any missing, damaged or otherwise unusable or unsafe equipment.</li> <li>3. Prepare pastry products as specified by the Executive Chef, and using methods that assure food safety and high quality.</li> <li>4. Check temperatures and condition of all material in the section, in assigned refrigerators, on hot tops, or any material permitted to be left at room temperature.</li> <li>5. Discard any potentially hazardous sauces or items of food that do not comply with safety requirements.</li> <li>6. Use only surplus foods that are tested to be safe and free from any possibility of contamination or bacteriological degradation.</li> <li>7. Produce as required by the Executive chef a range of alternative pastry products for guests with specific dietary requirements (fat-free, salt-free, sugar-free etc.)</li> <li>8. Comply with all MSC Sanitation Standards for food handlers: (Use of single-use disposable gloves, disposable head covering, clean aprons, no jewellery except one plain ring, no beards or moustache, no cellular telephones or cigarettes on duty, no uncovered body hair, covered-toe shoes, no injuries or abrasions)</li> <li>9. Understand and comply with MSC Sanitation Standards relating to food safety. (Temperatures, sanitation, storage, labelling, cross-contamination prevention measures etc).</li> <li>10. Respect at all times the rights of personnel in the section to individualism, dignity and self-respect</li> <li>11. Order and collect daily from the Storerooms all supplies required for the immediate operation, ensuring that no partly used items are returned to the storerooms.</li> <li>12. Minimize food spoilage.</li> <li>13. Participate in other related duties that may be assigned within the scope of competence.</li> </ol>					
<b>Accommodation</b>		Crew Cabin – Share basis					
<b>Dining</b>		Crew Messroom					

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