



Standard Procedures Manual ©

Food Services Assistant Cook

POSITION DESCRIPTION 51226

Prepared by Tim Skinner	Approved by E. La Scala/E. Boriotto	Authorized by Capt. Giuseppe Cocurullo	For use on Cruise Fleet	Original File May 30 2003	Last Revision August 02 2011	Revision No 3	Page 1 of 3
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POSITION NO.	51226
Title	ASSISTANT COOK
Department	Food Services
Main Function	Assists with the preparation of food items according to the section assigned in compliance with required recipe and food safety standards and procedures provided by the Company.
<i>Reports to</i>	2 nd Cook Grill & Roast
<i>Replacement</i>	Colleague assistant Cook
<i>Standard working hours</i>	As per roster from 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, MSC Housekeeping Manual. These manuals are available for your reference in the Crew Library or the F&B Manager.
Fundamentals of position	<ul style="list-style-type: none"> Working to company guidelines, he 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 Sanitation Standards and HACCP protocols.
Documents & Certificates	<ol style="list-style-type: none"> Basic Safety Training Certificate including Swimming & Rowing 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. You are required to have a current Panama Seaman's book.
<i>Languages</i>	<ul style="list-style-type: none"> Fluent in oral and written English (working & Safety language of the Company) Ability to speak, read and write in Italian is a major benefit and may be a requirement. 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.
<i>Experience</i>	<ol style="list-style-type: none"> Proven successful experience for at least 2 years in a similar position at sea or in a 5-star hotel operating under Sanitation Standards, or Successful performance as a assistant cook in another associated section
<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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Preferred employee

Qualifications

Non-Smoker
High school graduate

- Sound knowledge of MSC Sanitation Standards protocols relating to food safety and HACCP controls.
- Certified medically and physically fit and acceptable to work in a food preparation area.
- Proven ability to work in a harmonious productive team environment.

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.



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Responsibilities

Following are the specific responsibilities for this position

1. Prepare food items based on menu requirements and as directed by the supervisor.
2. Day to day cleaning of workstation in accordance with MSC Sanitation standards.
3. Practice good workplace standards and enforce the principles of HACCP.
4. Become familiar with all galley departments, understanding relationships and interactions.
5. Check workstation before the start of each shift, using and completing the appropriate checklist.
6. Maintain a clean, sanitized working environment.
7. Minimize food spoilage and utilize food surpluses
8. Work overtime if requested
9. Transport all items from the provisions area to the galley as per the daily requisitions.
10. Check temperatures and condition of all material in the section, in assigned refrigerators, on hot tops and other food storage areas.
11. Discard any potentially hazardous items of food that do not comply with safety requirements.
12. Comply with personal hygiene requirements. (appropriate use of gloves, head covering, no (or covered) facial hair, no uncovered injuries, no cigarettes or cellphones on duty, no eating or drinking in galley except at a specified water fountain.
13. Use only surplus foods that are tested to be safe and free from any possibility of contamination or bacteriological degradation.
14. Other related duties that may be assigned within the scope of competence.

Accommodation

Dining

Crew Cabin – Share basis

Crew Messroom