 Standard Procedures Manual ©	Food Services 2nd Butcher	POSITION DESCRIPTION 51231
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Prepared by Tim Skinner	Approved by E. La Scala/E. Bormotto	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.	51231
Title	2nd BUTCHER
Department	Food Services
Main Function	The preparation of fresh meats, frozen meats and fish items for all food outlets for Guests and Crew.
<i>Reports to</i>	1 st Butcher
<i>Replacement</i>	Assistant Butcher
<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, 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"> ▪ Preparation of raw meat and fish items in the ship's Meat and Fish Preparation area ▪ Attaining and maintaining the highest level of sanitation and personal hygiene according to MSC Sanitation standards.
Documents & Certificates	<ol style="list-style-type: none"> 1. Basic Safety Training Certificate including Swimming & Rowing 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. 3. 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>	Documented skills in the meat and fish preparation department at sea or in a similar environment ashore
<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.
<i>Preferred employee</i>	Non-Smoker

Food Services 2nd Butcher

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Tim Skinner	E. La Scala/E. Boriotto	Capt. Giuseppe Cocurullo	Cruise Fleet	May 30 2003	August 02 2011	3	2 of 3
Qualifications			<ul style="list-style-type: none"> • High or Senior school graduate • Sound knowledge of MSC Sanitation Standards protocols relating to food safety in a HACCP environment. • Proven ability to work in a harmonious productive team environment. 				
Physical requirements			<p><i>The following physical requirements apply to this position</i></p> <ul style="list-style-type: none"> • 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			<p><i>You are required to:</i></p> <ol style="list-style-type: none"> 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			<ol style="list-style-type: none"> 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. 				
			<p>Following are the specific responsibilities for this position</p>				

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

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Responsibilities			<ol style="list-style-type: none"> 1. The safe, clean and economic handling of raw and frozen meat and fish items. 2. The display in a prominent position temperature charts relating to safe food handling in the section. 3. Regularly checking all refrigerators in the section for performance, physical condition and temperatures, and to report any irregularities immediately to the Chief Butcher. 4. Cleaning and sanitizing of all refrigerator shelves, gaskets and interiors. 5. Testing with a spear-type food thermometer all food temperatures in the area to ensure all food is held at safe temperatures. 6. Correct and compliant food storage in the section. (All food covered, labelled with date and contents). 7. Cleaning and sanitizing of all food contact surfaces, including worktops, can openers, knives and other implements. 8. Washing and preparation of all meat and fish items 9. Washing and sanitising of all food-contact utensils (knives, cutting boards etc.) 10. Implementation of safe working procedures. 11. Enforcing regulations that prohibit unauthorized personnel entering the butcher shop. 12. Advising the Chief Butcher of the daily Provisions requisition, and to ensure that all orders are filled according to Company requirements. 13. Arranging transport from the Provisions area, ensuring all food carried to and from the section is covered and carried in appropriate containers, and that no cardboard or wood containers are carried into the section. 14. Understand and comply with MSC Sanitation Standards relating to food safety. (Temperatures, sanitation, storage, labelling, cross-contamination prevention measures etc). 15. Wash hands frequently, and after every occasion when contamination could reasonably occur. 16. Collect daily from the Provisions area all supplies required for the immediate operation, ensuring that no partly used items are returned to the storerooms. 17. Apply food cost, quality and portion controls as required by the Executive Chef. 18. Minimize food spoilage. 19. Follow thawing procedures ensuring no frozen meat or fish products are thawed at room temperature. 20. Report any discrepancy of meat or fish, quality and specification 21. Prepare and cut all meat and fish items according to the Food manual and portion guidelines 22. Other related duties that may be assigned within the scope of competence 				
Accommodation Dining			Crew Cabin – Share basis Crew Messroom				