

# International Cruise Services, Inc.

## P O S I T I O N   D E S C R I P T I O N

Position Title:       **Admin Assistant Culinary “O” Class**

Department:       **Finance and Administration**       Sub-Department **Management**

Reports To:       **Senior Executive Chef 70% - HR Coordinator 30% -Hotel Controller**

Direct Reports:

---

### Position summary

To perform designated administrative services on any designated OCI operated Vessel within the OCI branch. Support the Culinary operation with all administrative tasks. Assist all HOD with administrative duties as per daily assignment.

The jobholder should include the ability to:

- Efficient, prompt and accurate overall Administration.
- Accurate, prompt reporting and verification based on the documentation requirement.
- Communicating all relevant information to the Senior Executive Chef - HRCR and HOD's.

### Essential duties and responsibilities

#### Operational

- To ensure compliance of OCI Culinary Administration Standards and Process documentation.
- Print and post all information for the crew related to:
  - Safety/Security/Drills
  - Training
  - Shipboard Information
- Fill in all daily administrative paperwork like excuse list, all SMS logs.
- Print and distribute all daily checklists including USPH forms for all galley middle management.
- File all daily checklists.
- Update the Meal/Pax count on daily basis for categories highlighted in the ABS Manual. Monitor the Data Collection and entry during the course of the cruise.
- Assist the Executive Chef during the service for the Entry of the Meal Count in the Main Galley.
- Prepare the Working menu for the next cruise according to Senior Exec Chef instructions.
- Print all working menus for the galley.

Issued on:       04/19/10	Page 1 of 4	Prepared by:   AP
Last reviewed on: 09/25/13		Approved by:

- Prepare all evaluations and ROD to be filled in by the Senior Exec Chef or galley middle management.
- Update and check the daily TAR. Cross check all overtimes.
- Assist the galley entering the food requisition.
- Print and give to the PM the food requisitions of the day approved by the Exec Chef.
- Follow up on all maintenance reports.
- Prepare and update all training logs for the galley personnel.
- Update Galley Crew Master List on weekly basis according to Senior Exec Chef Instructions.
- Update the galley crew rotation in the master list according to Senior Exec Chef Instructions.
- Assist HC during loading on pier with receiving process.
- Assist PM after loading to verify received quantities.
- Assist HOD in all TAR queries.
- Assist with scheduled in use inventory counts.
- Support HR Admin during sing on/off process.
- Distributes printing material such as requisition hard copies.
- Assist with paperwork related to crew customs declarations.
- Assist F&B Manager with minor office duties.
- Assist Senior Executive Chef with maintenance issues and put all reported jobs into maintenance system.
- Assist in USPH walk about in taking notes and preparing the report to be sent to the Senior Executive Chef.

#### **Training & Development**

- Attends all meetings, training activities, courses and all other work-related activities as required.
- Assists in various trainings in order to ensure that all crew members are aware of all matters.

#### **Financial**

No applicable.

#### **Safety Responsibilities**

- Ensure that all safety procedures are adhered to, cooperating with the Staff Captain in the Ship's Safety Program at all times and that they all follow the Ships' Rules & Regulations.

#### **Resources**

- Must be familiar with the Fleet Administration Manual, Culinary, Supply Chain Manual, Systems Application Manual, Human Resources Manual and Shipboard Training.

Issued on: 04/19/10	Page 2 of 4	Prepared by: AP
Last reviewed on: 09/25/13		Approved by:

**Other Duties and Responsibilities** (Other duties may be assigned.)

- To keep the Senior Executive Chef and the HRCR promptly and fully informed of all relevant matters.
- To ensure confidentiality when handling sensitive information.
- To achieve the primary objectives of the position and comply with the above-mentioned accountabilities in a timely and efficient manner in accordance with ICS policies.
- To project a favorable image, to promote its aims and objectives and foster and enhance public recognition and acceptance of all its areas and endeavor.
- To comply with the safety and pollution prevention regulations and operating procedures at all times, participating in all relevant meetings and training sessions.
- To participate in all mandatory training without excuse.
- To efficiently perform all other duties as requested by shipboard management or shore side.

**Qualifications****Knowledge, experience, skill, and/or ability**Required

- 2 years of experience in the Human resource fields of luxury hotels and cruise line brands.
- At least 2 years of experience as HR admin, in a well-recognized luxury hospitality establishment or upscale cruise line.

Preferred

- Cruise Ship Experience.

**Required computer skills**

- Microsoft Office Suite 2003 and higher (Word, Excel, Outlook).
- Possess sufficient computer knowledge in order to use the company software.

**Education/experience/certifications**

- High School Diploma or international equivalent.
- STCW.

Issued on: 04/19/10	Page 3 of 4	Prepared by: AP
Last reviewed on: 09/25/13		Approved by:

**Other Skills:**

Knowledge of general office practices, procedures and equipment; ability to prioritize tasks and work independently; strong organizational, interpersonal and communication skills; ability to interact with senior-level management and owner representatives.

**Math Ability:**

Able to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Work Environment & Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and smell. The employee must be able to lift or move up to 55 pounds (20 kilograms) without assistance.

**The vision requirements include:**

Ability to adjust focus, depth perception, peripheral vision, distance vision and close vision and to be able to otherwise perform the essential functions of the job in a manner that does not present danger to the employee or others with or without a reasonable accommodation.

Issued on: 04/19/10	Page 4 of 4	Prepared by: AP
Last reviewed on: 09/25/13		Approved by: