

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

**Position Title:** Assistant Waiter

**Department:** **Sub-Department:**

**Reports To:** Waiter, Head Waiter, Restaurant Manager

**Direct Reports:** N/A

### Position Summary

The Assistant Waiter assists the Waiter in providing guests with courteous and professional service, creates a pleasant dining atmosphere, and enhances the overall dining experience by anticipating guest needs.

### Essential Duties and Responsibilities

#### Operational

- Clean, organize, and maintain designated service station
- Prepare mise-en-place to ensure that station is ready when required.
- Provide attentive and personalized service to ensure that guest requests are fulfilled promptly.
- Replenish water, bread, butter and other items as anticipated or required.
- Deliver food from the galley to restaurant stations.
- Maintain clean and orderly tables and station if assigned to food buffet areas.
- Assist guests with beverage orders.
- Minimize breakage and loss of all equipment.
- Use only authorized chemicals in approved manner.
- Respect fellow colleagues.
- Respect and cooperate with all management decisions.
- Attend ship and departmental meetings as required.
- Maintain professional appearance to meet the following standards:
  - Clean and ironed uniforms.
  - Nametag visible at all times.
  - Shower prior to shift.
  - For males:
    - Hair must be well-groomed and above the collar.
    - Facial hair should be kept to a minimum.
    - Sideburns should not be lower than the ear lobe.
    - No earrings are allowed for male employees.
    - Personal jewelry should be kept to a minimum.
    - All shoes are to be clean and polished.
    - Clean and trimmed fingernails.
  - For females:
    - Hair must be kept away from the face in a moderate coiffure.

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- Light polish is permitted.
- Makeup should be tasteful and minimal.
- Personal jewelry should be kept to a minimum.
- Ladies may wear small earrings and one ring per hand.
- All shoes are to be clean and polished.
- Ladies heels are to be no higher than 1 inch

**Training & Development**

- Attend all meetings, training activities or classes related to assigned position as required.

**Financial**

- N/A

**Safety Responsibilities**

- Maintain a safe and sanitary environment for all guests and crew members.
- Follow proper procedures and instructions at all times to prevent damage of any kind to ship or company property.
- Know and comply with Shipsan, the European sanitation program, and United States Public Health Rules and Regulations pertaining to assigned working area.
- Participate in safety drills as required.
- Comply with Marella Cruises' Safety and Pollution Prevention Program
- Comply with Marella Cruises' Operating Procedures Resources.

**Other Duties and Responsibilities**

- As assigned

**Qualifications**

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

Required

- Fluent in written and spoken English,
- Must be able to communicate effectively with the senior management.
- Ability to lead and make decisions.
- Good administrative skills.
- Experienced in coaching subordinates.
- Must be cost and quality conscious.
- Must adhere to specific scheduled work hours, yet be flexible if circumstances require it.
- Work with international team members.
- Perform assigned duties under pressure (time constraints).

Preferred

- Fluency in additional language(s)

**Required computer skills**

- Knowledge of Microsoft programs to include but not limited to, Outlook, Word, Excel, and Power Point

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- FBS/ICS Apollo Inventory system

**Education/experience/certifications**

- High School education or better.
- Minimum of three years experience in a hotel, restaurant, or cruise ship.
- Equivalent combination of education and experience.

**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 (25 kilograms) without assistance.

**Vision Requirements:**

- 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.

**I have read and discussed the above and fully understand the description of my job and agree to abide by this description of my duties as outlined before. This Job Description should be considered as guideline and may be adjusted for the smooth operation of the ship's board operation.**

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**Signatures**

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**Assignor's Signature**

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**Assignee's Signature**

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