

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

Position Title: Assistant Cook

Department: **Sub-Department:**

Reports To: Executive Chef, Sous-Chef, Chef de Partie, Assistant Chef de Partie, Cook

Direct Reports: N/A

Position Summary

The Assistant Cook is responsible for the preparation of food items such as peeling and cutting vegetables, and assisting cooks in preparing sauces, fish, soups or salads and cold food preparation in the pantry, as well as assist in the preparation and service of breakfast and crew galley food preparation using recipes and instructions provided by the galley management.

Essential Duties and Responsibilities

Operational

- Assist in the preparation and service of breakfast and with crew galley food preparation per recipes and instructions given by the galley management.
- Man a station in the galley, assigned by the Executive Chef, in order to become familiar with various tasks.
- Assist with the transportation of food items from the main stores to the galley.
- Clean and sanitize work area and utensils used, in accordance with Shipsan, the European sanitation program and United States Public Health Rules and Regulations.
- Be on standby in the galley periodically when the ship is subject to a Shipsan/USPH inspection.
- Assist with breakfast service on occasion.
- Ensure that personal appearance, uniform and personal hygiene are in accordance with the Company's Rules and Regulations.
- Be punctual

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's or company's property.

Issued on:	Page 1 of 3	Prepared by: P Ward
Last reviewed on: December 2017		Approved by:

- Know and comply with Shipsan, the European sanitation program, and United States Public Health Rules and Regulations pertaining to his/her 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.
- 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

- N/A

Education/experience/certifications

- High School education or better.
- Minimum of two years in the profession in quality hotels, restaurants or cruise ship environment.
- Equivalent combination of education and experience.

Other Skills:

- 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.

Issued on:	Page 2 of 3	Prepared by: P Ward
Last reviewed on: December 2017		Approved by:

- 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.

Signatures

Assignor’s Signature

Assignee’s Signature

Issued on:	Page 3 of 3	Prepared by: P Ward
Last reviewed on: December 2017		Approved by: