SEVEN SEAS SERVICES LIMITED & International Cruise Services, Inc.

POSITION DESCRIPTION

Position Title:	Deck Steward		
Department:	F&B	Sub-Department	Bar
Reports To:	Head Bartender/Executive Cellar	Master (O-class/As	sistant F&BD RSSC)
Direct Reports:	Deck Supervisor/ Bartender		

Position summary

To ensure guest satisfaction by maintaining the pool area clean and in order at all times, consistently and effectively reflecting the luxurious nature of the company.

Essential duties and responsibilities

Operational

- Ensuring a clean and tidy outer deck area.
- Cleaning and straightening deck chairs.
- Keeping the pool area clean and neat by picking up glasses, trash, etc.
- Storing of deck furniture when required.
- Maintaining supply of clean towels in pool areas (removes soiled towels and delivers to laundry ensures an adequate of fresh towels are available).
- Assisting in the provision of quality bar service around the pool area, replenishing drinks as required.
- Performing as Bar Waiter if and when requested.
- Ensuring to comply with the companies alcohol policy.
- Assisting with deep cleaning program for all deck furniture.
- Maintaining equipment: in safe working condition, reporting any issue to the supervisor.
- To keep supervisor promptly and fully informed of all relevant matters.
- To ensure confidentiality when handling sensitive information.
- To project a favorable image of the company, to promote its aims and objectives and foster and enhance public recognition and acceptance of all its areas and endeavor.
- To observe and enforce uniform standards according to the companies policies and procedures.
- Must obtain both job and product knowledge from the supervisor and at the same time must have a good knowledge of bar list.
- To efficiently perform all other duties as requested by shipboard management or shore side.
- To achieve the primary objectives of the position and comply with the above mentioned accountabilities in a timely and efficient manner in accordance with the companies policies.

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• USPH: Guaranteeing safety, hygiene and sanitation practices are present at all times, maintaining cleanliness of all areas up to USPH and company standards, policies and procedures.

Training & Development

• Attends all meetings, training activities, courses and all other work-related activities as Financial.

Safety Responsibilities

• Participate in Safety drills according to instructions; Comply with the companies safety and pollution prevention regulation and operating procedures; must be in procession of valid STCW certificates.

Resources

• Not Applicable.

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

- Assist with loading or provisions whenever required and as directed.
- The above summaries the general responsibilities, but is not limited to these, other duties may be assigned as needed by onboard management or shore site corporate.

Qualifications

Knowledge, experience, skill, and/or ability

Required

- Elementary and middle school (8th grade) or higher.

Preferred

- Experience and/or training in the hospitality field considered a plus.
- Shipboard Experienced.

Required computer skills

- Micros.

Education/experience/certifications

– STCW preferred.

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. Working under adverse weather conditions.

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.

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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.

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