

## POSITION DESCRIPTION

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Last reviewed on:		Approved by:

- 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 possession 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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