

### POSITION DESCRIPTION

Position Title:	<b>Mess Steward</b>		
Department:	<b>F&amp;B</b>	Sub-Department	<b>Restaurant</b>
Reports To:	<b>Restaurant Manager, Assistant Restaurant Manager, Maître D', Headwaiter, Jr. Headwaiter, Room Service Supervisor, Crew Steward.</b>		
Direct Reports:	<b>N/A</b>		

## Position summary

The major goal of this position is to maintain the service standards in the crew & officer /staff mess, by ensuring friendly, courteous and professional service while staying in line with Company Rules and Regulations.

### Essential duties and responsibilities

## Operational

- Be fully familiar and efficient with the buffet line setup, refill and clearance, ensuring the buffet is well equipped and well presented at all times.
- Ensure that the cleanliness of all areas is up to standards.
- Required to assist with the transporting of the food from the Galley to the Buffet Area.
- Monitoring the supply of knives, forks, plates, glasses, etc at all times.
- Replenishing continuously food items in the buffet to ensure availability, freshness and variety of all items throughout the service.
- Ensuring that Crew and Staff mess properly set up and open as scheduled.
- To ensure that all food items are covered, labeled and always nicely displayed/refilled.
- Ensuring the logging of all fridge temperatures, as are in accordance with company procedures and regulations
- Assist with the cleaning of the messes and reporting any concerns to the supervisor.
- Maintains clean and orderly his work station.
- Must be able to describe and serve the food selection from the buffet.
- Performs vacuuming and cleaning of the mess areas.
- Handles all ship' equipment with utmost care and reports any faulty/broken equipment.
- General cleaning and maintenance according to U.S.P.H. standards.
- USPH: Guaranteeing safety, hygiene and sanitation practices are present at all times, maintaining cleanliness of all areas up to USPH and companies standards, policies and procedures.

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### **Training & Development**

- Attends all meetings, training activities, courses and all other work-related activities as required.
- Will be put under a training program to develop his/her skills in view for a future promotion.

### **Financial**

- N/A

### **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**

- ROM (Restaurant Operating Manual)

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

- Assist with luggage's loading/offloading or provisions whenever required and as directed.
- Assisting the supervisor to control requisitions and maintain stock levels for the mess areas to operate effectively.
- The above summary are general responsibilities, but is not limited to these, other duties may be assigned as needed by onboard management.

### **Qualifications**

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

##### Required

- Elementary and middle school (8th grade) or higher.
- Experience in an upscale Hotel/Restaurant environment of at least 1 year.
- Great attitude at all times.
- Punctual, flexible and efficient.
- Well groomed and neat appearance
- Team worker.
- Outgoing.
- Social skills.
- Ability to work under pressure.
- Ability to work within an international team.

##### Preferred

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

#### **Required computer skills**

- N/A

#### **Education/experience/certifications**

- STCW (preferred).

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**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.

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