

International Cruise Services, Inc.
&
SEVEN SEAS SERVICES LIMITED

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

Position Title: **Assistant Baker**

Department: **Culinary** Sub-Department **Bakery**

Reports To: **Baker, Head Baker, Pastry Chef**

Direct Reports: **None**

Position summary

The Assistant Baker is responsible for the preparation of bakery items that require basic professional bakery skills. He assists the Head Baker to produce Bakery Goods on time and in line with Company Standards.

Essential duties and responsibilities

Operational

- The Assistant Baker is responsible of the production of basic bakery goods such as different bread rolls, Danish, breads, croissant, etc.
- Must be able to work in any section of the Bakery Department and demonstrate methods and recipes to his / her subordinates.
- Ensures to run a disciplined shift, to be full in control of both, the production and personnel assigned.
- Ensures that Menus, Recipes, Guidelines & Methods provided are followed accordingly.
- Responsible to maintain quality and consistency in taste, presentation and appearance according to recipes and pictures; any possible discrepancies are to be rectified immediately.
- Communicates on a daily basis any relevant provision issues to the Baker or Head Baker.
- Produces and maintains the expected level of food quality in his / her area of responsibility as per the Head Baker instructions.
- Maintain and ensure that Public Health are followed according to company standards and expectation (referring to US, Anvisa, Shipsan, Canadian, Australian etc) are followed at all times on board.
- Must have a good Bakery knowledge and understanding of culinary terms including the knowledge of the various types of grains and flour, familiar with gluten free bread options.
- Must be able to read, understand, follow and prepare company recipes.
- Must be proficient in effecting completing tasks, work efficiently and productively.

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- Maintains his assigned area in preparation for announced or unannounced inspection either done by the Food & Beverage Manager or the actual inspectors.
- Responsible to control and maintain all Bakery equipment, ensuring that it's cleaned / sanitized and returned in an acceptable and proper condition after each use.
- Responsible for all Bakery Equipment in terms of handling and storage. Any damages and / or malfunctions must be justified, recorded and reported.
- Reports for duty at assigned times, follows his/her supervisor's instructions.

Training & Development

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

Financial

- Responsible for cost containment through the proper use, handling and maintenance of records, reports, supplies and equipment within his assigned section.

Safety Responsibilities

- Ensure that all safety procedures are adhered to, cooperating with the Staff Captain in the Ship's Safety Program at all times and that they all follow the Ships' Rules & Regulations.

Resources

- Not Applicable.

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

- Can be assigned from time to time as an early stand-by in the galley, for any inspection.
- Can be assigned from time to time to late duty.
- Can be assigned from time to time to assist the Procurement team with storing operations.
- This position description in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position. Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management.

Qualifications

Knowledge, experience, skill, and/or ability

Required

- Good Bakery Skills.
- Requires a minimum of 2 years in the profession (Quality Hotels and Restaurants).

Preferred

- Cruise Ship Experience in a Similar Position.

Required computer skills

- Microsoft Office Suite 2003 and higher (Word, Excel, Outlook).
- Basic Windows XP, Vista and Windows 7 Operating Platform knowledge.

Education/experience/certifications

- Bakery School degree.
- Food Hygiene Certification.

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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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