



- Control production levels and recommend ideas for improvements and better cost controlling.
- Ensure that economical work practices are applied by his subordinates to avoid food wastage.
- Prepare daily Electronic food requisitions needed for his section production and countercheck deliveries for its accuracy; Report any discrepancies to his immediate supervisor.
- Must be able to oversee a section (Such as Soup, Head Buffet, and Pasta); and its entire food production.
- Maintain and ensure that Public Health are followed according to company standards and expectation (referring to US, Anvisa, Shisans, Canadian, Australian etc.); and followed at all times within his section.
- Ensures that the HACCP program is carried out correctly.
- Maintains his assigned area in preparation for announced or unannounced inspection either done by the Food & Beverage Manager or the actual inspectors.
- Reports for duty at assigned times, follows his/her supervisor's instructions, and ensures that personal appearance, uniform and personal hygiene are in accordance with the company's rules and regulations.

**Training & Development**

- Attends meetings, training activities, courses and all other work-related activities as required.
- Attend to the daily Chefs Meeting if assigned as Section head to discuss forecast figures and the day to day operation/activities.

**Financial**

- Responsible for cost containment through the proper use, handling and maintenance of records, reports, supplies and equipment within his assigned section.
- Conducts workstation spot checks to ensure items are correctly cleaned and stored by his team to minimize deterioration and wastage.
- Conducts workstation spot checks to ensure Food items are correctly used as per recipe by his team and minimize spoilage and wastage.

**Safety Responsibilities**

- Must be familiar with the galley layout in terms of safety and security, must have a full understanding of ships rules / regulations (SMS) and participate in all required safety drills / training.

**Resources**

- Mentors, develops and provides on-the-job training to his/her staff to strengthen their current performance and preparation for future advancement.
- Must be fully acquainted with TAR and its procedures, control and maintain working hours of all personnel working und his/her direct supervision.

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

- Attend early stand-by 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.

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- 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

- High school graduate, with a minimum of 5 years in an upscale hotel, resort, cruise ship or convention banqueting service and at least 2 years as Asst. Chef De Partie role.

Preferred

- Cruise Ship Experience.

**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**

- Culinary School degree.
- Food Hygiene Certification.
- STCW.

**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**

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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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