

# 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 Cook**

Department:         **Food**                               Sub-Department   **Culinary**

Reports To:         **Cook, Asst Chef De Partie, Chef De Partie**

Direct Reports:     **None**

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### Position summary

The Assistant Cook has the responsibility to prepare the ground work for the daily menu items under the supervision of his section leader or manager and following recipes and guidelines provided. He must possess a good basic professional knowledge of all sections in a classic kitchen.

### Essential duties and responsibilities

#### Operational

- Prepare all basic food items for the menu requested by his supervisor.
- Must possess good knife handling skills.
- Must be able to work in any section of a kitchen.
- Must have a good food knowledge and understanding of culinary terms.
- Must be able to read, understand, follow and prepare company recipes.
- Must be proficient in effecting completing tasks, work efficiently and productively.
- Must be familiar with the Public Health rules and regulations and ensure that they are followed on a daily basis.
- 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.

#### Financial

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

**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**

- Not Applicable.

**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.
- 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 3 years in kitchen operations.

Preferred

- Previous Cruise ship experienced preferred but not essential.

**Required computer skills**

- Not Applicable.

**Education/experience/certifications**

- Culinary School degree.
- Basic Food Hygiene Certification preferred but not essential.
- 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**

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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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