

# 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 Pastry**

Department: **Culinary** Sub-Department **Pastry**

Reports To: **Assistant CDP Pastry, CDP Pastry, Sous Chef Pastry, Pastry Chef, Executive Pastry Chef**

Direct Reports: **None**

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### Position summary

The Assistant Pastry is responsible of the preparation of Pastry items that require basic professional skills. Assist the Pastry Chef to produce pastries on time and in line with Company standards and recipes.

### Essential duties and responsibilities

#### Operational

- Preparing all required Pastry recipe as instructed following the Menus, Recipes, Guidelines & Methods provided.
- Must be able to take on basic tasks (creams, ice-cream, and preparation of basic dough's) and technics (piping bag, knife handling skills)
- Must be able to read, understand, follow and prepare company recipes.
- Maintain a safe and clean work environment by complying with USPH and Company Regulations.
- Must be able to work in any section of the Pastry Department and demonstrate methods and recipes to his / her subordinates.
- Produces and maintains the expected level of food quality in his / her area of responsibility as per the Pastry Chef instructions.
- 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 Chef De Partie.
- Must have a good Pastry knowledge and understanding of culinary terms.
- Must be proficient in effecting completing tasks, work efficiently and productively.

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- Must be familiar with the United States 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 United States Public Health type inspection either done by the Food & Beverage Manager or the actual inspectors.
- Responsible to control and maintain all Pastry equipment, ensuring that it's cleaned / sanitized and returned in an acceptable and proper condition after each use.
- Responsible for all Pastry 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.
- Ensure that all food crewmembers under his/her direction follow the Ships' Rules and regulations and are subject to a complete training and familiarization to their new job and living environment.
- Establishes the manner and means to train personnel in their area of responsibility according to standard operating procedures.
- Ensure the recipe-training program is conducted 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 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.

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## **Qualifications**

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

#### Required

- Good Pastry 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**

- Pastry School degree.
- Food Hygiene Certification.

## **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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