

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: **Chef de Cuisine**

Department: **Culinary** Sub-Department **Management**

Reports To: **Executive Sous Chef, Executive Chef, Senior Executive Chef**

Direct Reports: **Chef De Partie, Asst Chef De Partie, Cook, Assistant Cook**

Position summary

The Chef De Cuisine must maintain an efficient operation in his respective production area, constantly analyzing quality and cost of food productions, keeping within his set budget and monitoring time management. He provides ongoing training and ensures that the standards set by the Corporate Offices are followed. He ensures safe, quality food products and complete guest satisfaction.

The main focus of the position is the control on the floor by a hand's on approach.

The jobholder should include the ability to:

- Remain rational when dealing with others, work within organizational requirements, being systematic and factual when dealing with colleagues and handle conflict with logic until a solution becomes achievable.
- Evaluate situations, calculate and reduce risk, justify and defend correctness, give reasons for views and generally provide shrewd judgment in any situation.
- Generate monitoring systems that identify whether self, others or the organization are achieving their objectives and also any variances there may be in terms of goals and timescales. Ensure that corrective action plans are formulated and implemented.
- Search out errors; rectify omissions, perfect systems and procedures which will ultimately raise the quality and standards of all tasks undertaken.
- Be persistent in problem solving, seeking solutions through the expertise of both self and others, researching the facts with care and resolving problems in a timely and thorough manner.
- Provide practical advice and solutions to problems and ensure that tasks are followed through, loose ends are tied up and the job is completed.
- Be confident when dealing with negative people and encourage them to come up with imaginative solutions to difficult problems.

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- Develop networks and identify resources as and when necessary.
- Seek direction and authority from others when and if appropriate, and achieve set goals in a non-assertive and efficient manner.

Essential duties and responsibilities

Operational

- Must ensure a full adherence within his assigned area to menus, recipes, methods and operational specifics provided by the company and be instrumental in organizing an efficient flow of production.
- Conduct food tastings on a daily basis of the entire team production in his location and correct immediately any possible discrepancies (quality, taste, appearance).
- Fully responsible of the creativity of destination dishes when applicable.
- Responsible to monitor & assist his / her Section Heads to prepare the daily electronic food requisitions according to the forecasted figures.
- Conduct the Dinner Service Line in his assigned location, which includes but is not limited to ensuring a smooth and efficient service, presentation and final plating. The Dinner service must be conducted in a calm professional manner.
- Conducts menu explanation to the Dining Room Staff before the start of the Dinner in his location and as deem necessary.
- Collect and enter all Meal Count Figures from his location on a daily basis into the ABS.
- Monitor the production and preparation level using the Culinary Checklist for his area.
- Able to communicate with guests in a positive and composed manner. Able to accept criticism in a positive manner, Visit his Restaurant as often as possible during the course of dinner in conjunction with the Maitre D', ensuring that Guests are provided with the best meal and service possible; must follow up on negative feedback received.
- 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 on board.
- Report any malfunctions and necessary repairs that affect the daily operation in the galley, and that violate public health, SMS requirements or impact productivity.
- Conduct spot-checks and any type of inspections (SMS, PH...) as deemed necessary.
- Ensure that all the HACCP procedures and logs are applied at all times and followed accordingly.
- Ensure that his/her area of responsibility is ready for any announced and/or unannounced inspection, done either by the Ship's Management or local authorities and must be present during any possible inspection.
- Ensure and reinforce the daily Recipe review program with CDP's and Section Heads. Recipe reviews must be submitted to the culinary department for review and approval.
- Keeps in direct communication flow with the Asst FBD for any provision related matters regarding his specific ingredients.
- Must have a thorough understanding how to apply the TAR and its procedures / policies. Must be fully familiar with the contracts and work schedule).
- Enforces the established working schedule for the galley team, based on 10 hours a day and 7 days a week, ensure rest hours are well followed as per MLC 2006.
- Ensures that all Galley Staff is adhering to uniform and grooming policies (hygiene, grooming, personal appearance, uniform, safety shoes and dress code).

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- Monitor expensive items (Meat, Fish and Seafood/Flagged items).
- Ensure the portion control chart is followed accordingly.
- Enforce and participate in meetings with all Galley Staff for USPH and general information on a cruise bases.

Training & Development

- Attends and conduct meetings, training activities, courses and all other work-related activities as required.
- Attend to the daily Chefs Meeting to discuss forecast figures and the day to day operation/activities.
- Required to evaluate subordinates within his specific area as per company polices.
- 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 controlling food and general expenses related to the production in his / her area, set by the Corporate Office Guidelines and Budget.
- Maintain an excellent awareness of cost control within his team.
- Ensure economical work practices are in place to minimize and avoid wastage.
- Control overtime and apply TAR procedures accordingly (work within the set budget perimeters).

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

- Maintain a high level of crew morale within his team ensuring that all crew are treated in a fair and unbiased manner and the team works with a positive atmosphere.

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

- Attend early stand-by for any inspection.
- Participate in the Cooking Demonstration as required.
- Duties might be extended to the supervision of other activities i.e. afternoon tea, pool parties, cocktail parties, Main galley / Terrace Café lunch service etc.
- Can be assigned from time to time to assist the Procurement team with storing operations and in particular quality control.

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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

- Advanced Culinary Skills, Leadership Experience. Requires a minimum of 8 years in the profession (Quality Hotels and Restaurants).
- At least 3 years of experience in a management role in a well-recognized luxury hospitality establishment or upscale cruise line.

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.
- Possess sufficient computer knowledge in order to use company software.
- Familiarly with the concept of relational database driven inventory control systems.

Education/experience/certifications

- High School Diploma or international equivalent.
- 3-year apprenticeship for professional chefs or a Degree in Culinary Arts.
- USPH or HACCP 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.

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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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