

# 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 Partie Pastry**

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

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

Direct Reports: **Asst Chef De Partie Pastry, Asst Pastry, Head Bake, Baker, Asst Baker**

---

### Position summary

The Chef de Partie Pastry is fully responsible for a section he / she is assigned to. This role is to assist the Pastry Chef and Pastry Sous Chef to effectively supervise and manage the onboard Pastry Production, ensuring that Quality Standards and Procedures are in line with Company's Rules and Regulations. The Chef De Partie Pastry ensures that his / her subordinates are guided and trained in order to be productive.

### Essential duties and responsibilities

#### Operational

- The Chef de Partie Pastry in conjunction with the Sous Chef Pastry is responsible to run a section independently with a minimum of supervision required from the Pastry Chef.
- 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 by the Pastry Chef are followed accordingly.
- 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.
- Analyze constantly recipes and the ongoing food productions for any possible improvements.
- Submit the daily food requisition to the Pastry Chef.
- Countercheck daily deliveries from the Storeroom of its accuracy, report any discrepancies to his / her immediate supervisor.
- Ensure that recipe reviews are conducted, corrected if needed and communicated to the Pastry Chef.

Issued on: 07/25/13	Page 1 of 4	Prepared by: PL
Last reviewed on:		Approved by:

- Must be knowledgeable with established quality standards and company policies.
- 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 Pastry Chef.
- Maintain and ensure that Public Health are followed according to company standards and expectation (referring to US, Anvisa, Shisan, Canadian, Australian etc) are followed at all times on board.
- Ensure immaculate cleanliness in the Pastry Department and adjacent areas, by applying safe work practices, procedures according to PH Regulations and prevent any equipment damages / loss.
- 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.
- Ensure that the pastry and adjacent areas are ready for any announced and / or unannounced inspection, done either by the Ships' Management or local authorities (public health inspectors).
- Ensures that the HACCP program is applied accordingly.
- Must have a thorough understanding of how TAR operates.

#### **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.
- 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**

- 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.

Issued on: 07/25/13	Page 2 of 4	Prepared by: PL
Last reviewed on:		Approved by:

## Resources

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

## 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 USPH purposes.
- 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

- Advanced Pastry Skills.
- Requires a minimum of 8 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

Issued on: 07/25/13	Page 3 of 4	Prepared by: PL
Last reviewed on:		Approved by:

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.

Issued on: 07/25/13	Page 4 of 4	Prepared by: PL
Last reviewed on:		Approved by: