

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: **Executive Sous-Chef**

Department: **Culinary**

Sub-Department **Management**

Reports To: **Executive Chef**

Direct Reports: **All Culinary Staff**

Position summary

The Executive Sous-Chef assist the Executive Chef to maintain an efficient operation of all food production areas, 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 jobholder should include the ability to:

- Develop and comply with the systems, procedures, rules, objectives and timescales set by the organization and take a disciplined approach when undertaking tasks.
- Provide the best possible solution to problem solving or decision making by conscientiously testing things, examining facts, trying different alternatives and thinking things through.
- Consider problems as a challenge, collect information relevant to the problem, be disciplined in ascertaining the root cause, identify and develop a practical solution, communicate the findings and implement action to resolve the problem.
- Be systematic and logical in the approach to decision making, ensuring that all the necessary facts and information are available and accurate and the decision taken and acted upon is astute and carefully considered.
- Create a positive and innovative atmosphere which encourages people to commit themselves to the task in hand and where necessary, go beyond the call of duty in order to achieve their key objectives.
- Generally motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made.
- Adopt an accommodating and helpful manner, debate, agree and where necessary accept the objectives set by others and work within agreed parameters in order to ensuring tasks are complete.

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- Be proactive and energetic in the work situation, seeking to get things done and at the same time deal with a variety of tasks.

Essential duties and responsibilities

Operational

- Oversee the entire food operation with the Executive Chef ensuring that all food outlets and service hours are in accordance with company standards.
- Must ensure a full adherence to menus, recipes, methods and operational specifics provided by the company and be instrumental in organizing an efficient flow of production.
- Fully responsible to ensure that all Food Outlets are operated as per standards and within the given food budgets, this includes but is not restricted to creativity of destination dishes and a general development of the new dishes, concepts and ideas.
- Check all daily events, delegate them and follow up.
- Assist as deem necessary with any Guest Chefs events.
- Maintain and ensure that Public Health are followed according to company standards and expectation (referring to US, Anvisa, Shispa, Canadian, Australian etc) and followed at all times on board.
- Report to the Executive Chef any malfunctions and necessary repairs that affect the daily operation in the galley, and that violate Public Health & SMS requirements.
- Conduct spot-checks and any type of inspections (SMS, PH...) as deemed necessary.
- Ensure that all the HACCP procedures are applied at all times and followed accordingly.
- Able to communicate with guests in a positive and composed manner. Able to accept criticism in a positive manner.
- Must appoint and enforce the specific job responsibilities to all Key Personnel working under his directions.
- 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 by the Executive chef.
- Review Working Menu and Culinary check lists on a frequent basis to ensure the correct usage.
- Review on a monthly basis the Recipe Book Inventory in conjunction with the all personnel involved, discrepancies must be reported to the Culinary Department.
- Visits the various food preparations stations and conducts a random food tasting to ensure quality and presentation are up to standards.
- Keeps in direct communication flow with the Asst FBD for any provision related matters (slow and nonmoving item list, inventory, standard products, maintaining par levels, FIFO).
- Must be able to compile and submit reports reflecting the cruise and its activities / occurrences.
- Keep all the middle management team informed on culinary updates and recent changes (culinary progress report, Culinary Operations Manual, provisions etc).

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- Must be able to adjust menus according to merchandise availability and unexpected shortages.
- Ensures that all Galley Staff is adhering to OCI uniform and grooming policies (hygiene, grooming, personal appearance, uniform, safety shoes and dress code).
- Check all food requisitions to avoid overstocking in the galley storage spaces and unnecessary wastage.
- 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.
- Work in and as part of a team, does not make any changes in the operation / menu without the approval and knowledge of the Executive Chef.
- Monitor expensive items (Meat, Fish and Seafood/Flagged items).
- Ensure the portion control chart is followed accordingly.
- Fully accountable for the control and maintenance of all equipment in the galley, any damages / malfunctions must be documented and immediately reported and followed up with all parties involved
- Check all storerooms on a frequent basis ensuring that FIFO is applied and minimize / avoid spoilage.
- Participate in the GDR menu tastings on a daily basis; any possible discrepancies (quality, taste, appearance) need to be corrected immediately.
- Enforce and participate in meetings with all Galley Staff for USPH and general information on a cruise bases.
- Responsible for general cleanliness of all Galley Outlets in conjunction with the Executive and Kitchen Steward.

Training & Development

- Attends and conduct meetings, training activities, courses and all other work-related activities as required.
- Mentors, develops and provides on-the-job training to subordinates to strengthen their current performance and preparation for future advancement.
- Participates in the daily Chefs Meeting to discuss forecasted figures, issues encountered and the day to day operation/activities.
- Reviews all culinary evaluations completed by their respective leader, share his recommendations in regards to position change with the Executive Chef.
- Ensure that all 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.

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- Must be capable to read and interpret any financial report generated by the ICS system.
- Must take the appropriate decision, control and corrective action in order to be within the allocated budget and within the period set by the company (Cruise, Season, Quarter, Year etc).
- Control overtime and apply TAR procedures accordingly (work within the set budget perimeters).
- Assist the Executive chef to evaluate crew member for potential eligibility for promotion and incentive program.

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

- Must be familiar with the Human Resources Manual and Shipboard Training.
- Maintain a high level of crew morale within the culinary dept. ensuring that all crew are treated in a fair and unbiased manner and the team works with a positive atmosphere.
- Must have a thorough understanding how to apply the TAR and its procedures / policies. Must be fully familiar with the contracts and work schedule hours/week, and supporting documentation (Human Resources Manual).

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

- Attend early stand-by for any inspection.
- Might have to be present during loading for quality assurance. Any discrepancies/issues need to be immediately reported to the Asst FBD.
- Participate in the Cooking Demonstration as required.
- 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

- 10 years of experience in the culinary field of luxury hotels and cruise line brands.
- At least 3 years of experience in a management role in a well-recognized luxury hospitality establishment or upscale cruise line.
- Excellent understanding of food specifications, including but not limited to USDA meat standards and grading.
- Outstanding knowledge of Vessel Sanitation Program regulations and procedures.

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- Versed in budgeting and cost control, including but not limited to the reading and interpreting of inventory reports, food cost reports and monthly financial statements.

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.
- Familiarity 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 Bachelor's of Science 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.

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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