

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: **Head Baker**

Department: **Culinary** Sub-Department **Bakery**

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

Direct Reports: **Baker, Assistant Baker**

Position summary

The Head Baker supervises and manages the onboard Bakery Production for all outlets, ensuring that Quality Standards and Procedures are in line with Company’s Rules and Regulations. The Head Baker ensures that bakery personnel is guided and trained in order to be productive. He is responsible of the preparation of bakery items that require good professional bakery skills with the Assistant Baker.

Essential duties and responsibilities

Operational

- Responsible of the production of bakery goods such as different bread rolls, Danish, breads, croissant, etc.
- Must have a good Bakery knowledge and understanding of culinary terms including the knowledge of the various types of grains and flour, familiar with gluten free bread options and any food related allergy.
- Ensures to run a disciplined shift, to be full in control of both, the production and personnel assigned.
- Must be able to read, understand, follow and prepare company recipes.
- Ensures that Menus, Recipes, Guidelines & Methods provided are followed accordingly.
- Must be able to work in any section of the Bakery Department and demonstrate methods and recipes to his / her subordinates.
- Must be proficient in effecting completing tasks, work efficiently and productively.
- Maintain and ensure that Public Health are followed according to company standards and expectation (referring to US, Anvisa, Shipsan, Canadian, Australian etc) are followed at all times on board.
- Produces and maintains the expected level of food quality in his / her area of responsibility.
- Responsible to maintain quality and consistency in taste, presentation and appearance according to recipes and pictures; any possible discrepancies are to be rectified immediately.
- Ability to master bread decorations for the various buffet themes / special occasions as required by the operation.

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- Prepares the daily electronic requisitions according to the guest count / forecast figures.
- Communicates on a daily basis any relevant provision issues to the Head Baker and Pastry Chef.
- Must be familiar with the United States Public Health rules and regulations and ensure that they are followed on a daily basis.
- Conduct spot-checks and any type of inspections (SMS, PH) as deemed necessary.
- Responsible to control and maintain all Bakery equipment, ensuring that it's cleaned / sanitized and returned in an acceptable and proper condition after each use.
- Responsible for all Bakery 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 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.
- 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 that recipe reviews are conducted, corrected if needed and communicated to the Pastry Chef.

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 the culinary dept. 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.)

- Duties might be extended to the supervision of other activities i.e. afternoon tea, pool parties, cocktail parties, special functions, Etc as far as the Bakery Department is involved.

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- Attend early stand-by for any inspection.
- 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 Bakery Skills.
- Requires a minimum of 8 years in the profession (Bakery or 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.
- Possess sufficient computer knowledge in order to use company software.
- Familiarly with the concept of relational database driven inventory control systems.

Education/experience/certifications

- Bakery School degree.
- Food Hygiene 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.

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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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