

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: **Sous-Chef**

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

Reports To: **Chef De Cuisine, Executive Sous-Chef, Executive Chef, Senior Executive Chef**

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

Position summary

The Sous Chef 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 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.
- 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.
- Develop and comply with the systems, procedures, rules, objectives and timescales set by the organization and take a disciplined approach when undertaking tasks.
- Work within a technical or specialist area of expertise in order to continuously improve the quality of the service and/or the product provided.
- Remain confident when dealing with negative situations, convince others to have ideas and create new options, as well as encouraging and being enthusiastic towards them to come up with imaginative solutions to difficult problems.
- Mentor, counsel, coach and generally support those who are not confident in their area of competence, building morale and personal esteem and generally encouraging others to give their best performance.
- Work persistently when gathering information and seeking solutions to problems.
- Work as part of a team and exercise tolerance and consistency when dealing with others.

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

- 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 production in his location and correct immediately any possible discrepancies (quality, taste, appearance).
- Responsible to monitor & assist his / her Section Heads to prepare the daily electronic food requisitions according to the forecasted figures.
- Monitor 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.
- Monitor the production and preparation level using the Culinary Checklist for his area on a daily base.
- 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 any malfunctions and necessary repairs that affect the daily operation in the galley, and that violate public health, SMS requirements or impact productivity.
- 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.
- 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).
- Monitor expensive items (Meat, Fish and Seafood/Flagged items);
- Ensure the portion control chart is followed accordingly.

Training & Development

- Attends 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.
- Share his opinion to evaluate subordinates within his specific area as per company policies.
- 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.

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

- 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, and that all his subordinates 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.)

- Participate in the Cooking Demonstration as required.
- Attend early stand-by for any inspection.
- Can be assigned from time to time to late duty in case of specific events.
- Can be assigned from time to time to assist the Procurement team with storing operations and in particular quality control.
- Duties might be extended to the supervision of other activities i.e. afternoon tea, pool parties, cocktail parties, Main galley / Terrace Café lunch service, evening duties etc.
- 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 2 years of experience in a management role in a well-recognized luxury hospitality establishment or upscale cruise line.

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

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.

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 preferred.

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.

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