

Food Management Provisions Master

**POSITION
DESCRIPTION
51901**

Prepared by	Approved by	Authorized by	For use on	Original File	Last Revision	Revision No	Page
Tim Skinner	Emilio La Scala	G. Cocurullo E. Borniotto	Cruise Fleet	Jun 09 2010	August 02 2011	1	1 of 4
POSITION NO.	51901						
<i>Title</i>	PROVISIONS MASTER						
<i>Department</i>	Hotel – Food Services						
<i>Main Function</i>	<ul style="list-style-type: none"> ➤ Manages the receipt, rotation, distribution, integrity, storage and inventory of all Food & Beverage items for Crew and Guests. ➤ Responsible for the sanitation and cleanliness of the Provisions loading and Storage areas. 						
<i>Reports to</i>	Food & Beverage Manager						
<i>Reporting to position</i>	<ol style="list-style-type: none"> 1. Provisions Storekeeper 2. Provisions Cellar keeper 						
<i>Replacement</i>	Provisions Storekeeper						
<i>Uniform</i>	As per SP Manual Uniform						
<i>Operational bibliography</i>	VSP Manual, Shipsan Manual, Anvisa Regulations (South American program), MSC Sanitation Manual, Safety Handbook, MSC Employee Handbook, MSC Housekeeping Manual. These manuals are available for your reference in the Crew Library.						
Fundamentals of Position	<ul style="list-style-type: none"> ▪ The position of Provisions Master is also referred to as Cambusa chief. ▪ This person is responsible for the receiving the items on dockside and the safe storage and rotation in the food storage areas. ▪ The Provisions Master is responsible to receive goods and record the movement of all items into and out from for the Ship's storerooms and to manage the safe and controlled discharge of material to all departments authorised to make food & beverage withdrawals. ▪ This person is responsible to comply with Company sanitation standards relating to safe food handling, storage and sanitation in Storerooms. 						
Documents & Certificates	<ol style="list-style-type: none"> 1. Basic Safety Training Certificate including Swimming & Rowing 2. All other certification (including visas etc.) required including Compliance with the requirements of STCW 95 regarding certification for this position and all documents in force at the time of your employment to comply with the Flag State requirements of the ship to which you are assigned. 3. You are required to have a current Panama Seaman's book. 						
Language skills	<ul style="list-style-type: none"> • Fluent in oral and written English (working & Safety language of the Company) • Ability to speak, read and write in Italian is a major benefit and may be a requirement. • Ability to speak, read and write in any major other languages (German, Spanish, Portuguese, French, Russian, Chinese etc.) is considered a major advantage that could eventually influence the selection for some positions. 						
<i>Experience</i>	A background of safe food handling and storage in a similar position in a sanitation-regulated environment. The position may also be filled by a person who has worked on a Cruise Ship as a Provisions storekeeper						
<i>Health</i>	To satisfy the requirements of the laws of the Flag State of the Ship regarding health and physical requirements, and to have current documentation to certify that all medical requirements relating to this position are met according to the specific requirements of the job.						
<i>Team attributes</i>	Proven ability to work and (where necessary) supervise in a harmonious and productive team environment.						
<i>Preferred Employee</i>	Non-Smoker						

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Qualifications **The following qualifications are required for this position**

- High school graduate
- Documented and Certified in Food Safety (Equivalent to Food Safety Professional certificate or diploma)
 - Sound knowledge of computer-based inventory systems.
 - Proven skills in storage and inventory control and ordering
 - A basic operational technical knowledge of refrigeration equipment and safe food temperatures as indicated on the issued personal temperature card.
 - Demonstrated understanding of Company sanitation and USPHS regulations relating to food storage and handling of potentially hazardous foods.
 - Strong leadership skills, leading his team by example in a harmonious, productive environment

Physical requirements

The following physical requirements apply to this position

- While performing the duties of this job, you may be regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell.
- You must occasionally lift and/or move up to 25 Kg.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- You must be physically able to participate in emergency life saving procedures and drills.
- Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats.
- If working in any Guest area (or where Guests may see you), you are not permitted to display any tattoos on any exposed part of your body when wearing uniform (summer or winter).

Safety & Discipline

You are required to:

1. Read, understand and implement the Mission Statement of the Company.
2. Read, understand and follow the MSC Crew Regulations ensuring all personnel in the Housekeeping department have copies, and comply accordingly.
3. Wear the complete prescribed uniform and name badge as specified in Company Standards, complying with regulations relating to tattoos, hair and body decorations.
4. Attend and participate as required in all emergency drills, carry personal emergency card, and understand emergency duties.

Responsibilities **You are responsible for the following duties**
A - Loading

- | | |
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| <i>Safe loading</i> | 1. Responsible to work together with the suppliers and stevedores to ensure the merchandise enters the ship as soon as possible. Special attention must be paid to this in the tropics and in areas of rain, in order to minimise potentially damaging exposure to humidity, heat and rain. |
| <i>Manage loading team</i> | 2. Responsible to monitor and manage personnel to ensure the fastest, safest loading times. |
| <i>Inspecting vehicles</i> | 3. To travel between the vessel and the vehicles delivering stores, to ensure safe transfer of provisions and correct storage procedures in the various cold and dry storerooms. |
| <i>Discrepancy Log</i> | 4. Using a Load Discrepancy Log, and as soon as loading is finished, to specify all items which did not meet stated Company specifications. (poor quality, wrong quantity etc). |
| <i>Loading machinery</i> | 5. To monitor any food conveyors, reporting any defects to the F&B Manager for urgent repair. |

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B – Daily operations

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| <i>Cambusa Inventory</i> | 1. | When arriving in foreign ports, to give to the Hotel Director the Cambusa inventory for Customs purposes. |
| <i>Top quality food</i> | 2. | To ensure all Cooks receive the best available quality of food for Guests and Crew. |
| <i>Correct storage</i> | 3. | To ensure that merchandise is stored in the appropriate, safe, designated areas, and separated for air spaces according to Company sanitation protocols to allow adequate lighting and air circulation. |
| <i>Stores and cells</i> | 4. | To ensure all storage areas function correctly and are in good, hygienic and operating condition. Any variations or defects are to be reported immediately to the F&B Manager. |
| <i>Temperature problems</i> | 5. | To report any fault in equipment or temperatures in the storerooms, to the F&B Manager in order that the Chief Engineer will attend to the problem without any delay. |
| <i>Daily checks</i> | 6. | To make a daily survey of the actual conditions of the merchandise in the storerooms, and report any deficiencies to the F&B Manager. |
| <i>FIFO</i> | 7. | To manage the storage of all items to ensure the First-in-first-out (FIFO) principle, always ensuring that items that have a short life are used before they are spoiled. |
| <i>Expiry Dates</i> | 8. | To check that all items comply (where identified) with expiry (use-by) dates. Any items still in the storeroom after their expiry date are to be reported to the F&B Manager. |
| <i>No requisition, no issue</i> | 9. | To ensure that food and beverages are issued to the various departments according to strict company guidelines and budgets. |
| <i>Logbooks</i> | 10. | To keep and update logbooks of temperatures, food conditions etc. ready for inspection by Ship and Visiting sanitation officials. |
| <i>Consumption inventory</i> | 11. | To maintain accurate inventories relating to consumption, to ensure daily requirements are covered, and to ensure there is no shortage of any material, particularly on long transoceanic voyages and cruises. |
| <i>No wood</i> | 12. | To ensure that no paper, wood or cardboard packing material is sent to any food preparation areas. |
| <i>All food protected</i> | 13. | To ensure that all food is covered before transport from the storerooms to other areas of the ship. |
| <i>No smoking</i> | 14. | To ensure that no personnel smoke in any area of the storerooms or storeroom offices at any time. |
| <i>Consumption forecast</i> | 15. | To forecast for the F&B Manager consumption based on the number of guests and crew on board. |
| <i>Cleaning & Sanitizing</i> | 16. | To supervise the constant cyclic cleaning and sanitizing of the food storage areas, using company-specified chemicals. |
| <i>Deep cleaning</i> | 17. | To personally supervise all pre-arrival deep-cleaning operations before arrival in all USA ports, using the appropriate checklist to verify a complete operation. |
| <i>Nightly inspections</i> | 18. | To personally make a final inspection tour of all food storage areas each night, to ensure all cell and compartment doors are securely closed and locked, lights left ON, and to check for any evidence of pests (cockroaches etc). Any such evidence is to be reported to the F&B Manager and Hotel Manager immediately. |

Governing Status

Status	Petty Officer
Accommodation	Petty Officer Cabin – Single use
Assigned Mess	Petty Officer Mess

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