

International Cruise Services, Inc.

P O S I T I O N D E S C R I P T I O N

Position Title: **Kitchen Steward**

Department: **Food** Sub-Department **Non Culinary**

Reports To: **Sanitation Officer (O Class), F&B Director (R Class, SSSL)**

Direct Reports: **Head Cleaner, Utility Cleaner, Catering Trainee**

Position summary

The Kitchen Steward supervises the overall cleanliness of the Galley Outlets / Pot wash and Dish wash areas or any related locations assigned to the Food & Beverage Department. He must provide proper training and guidance to his subordinates.

Essential duties and responsibilities

Operational

- Supervise the cleanliness of all Galley Outlets, Pot washing & Dishwashing locations and any adjacent areas assigned to the Food & Beverage Department in compliance with PH Rules (referring to US, Anvisa, Shiplan, Canadian, Australian etc) or Company policies (SMS/IPM...).
- Responsible for the cleanliness of all galley Storage Areas (Galley Locker, Chemical locker, cleaning lockers).
- Responsible for the cleanliness and working condition of all Cleaning and Washing equipment, he must report any damages or malfunctions to the Sanitation Officer (O Class) or Executive Chef / Executive Sous chef (R Class/SSSL).
- Supervise and support the dish wash areas during the peak hours to assist the Utility team and to prevent loss of and breakage.
- Provide all Galley Outlets with the necessary Cleaning Material & Chemical on a daily basis as required and must place the required Electronic Requisition.
- Assist the Procurement team to evaluate the Chemical and Cleaning Material consumption and related par level and orders to ensure a consistent chain of supply is maintained.
- Control the garbage segregation as per Company's Policies, and train his staff accordingly.
- Ensure Integrated Pest Management procedures are well followed and assist the Sanitation Officer to maintain any documentation required for the O Class or is fully responsible for the R class/SSSL Vessel and ensure for both on the floor follow up.

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- Avoid breakages of equipment / china. Whenever encountered, record on a breakage list for Chinaware/Glassware/Kitchenware or report them for Equipment by placing any needed issuetrax request and communicate with the personnel involved in order to maintain an efficient working condition of the equipment.
- Must have a full understanding of how the TAR operates and monitor the daily working and resting hours of all subordinates under his supervision, ensuring of its accuracy and checking all entries according to TAR policies.
- Ensures that subordinates produce the required tasks as per job description on a daily basis and within their working schedule.
- Keep a fluent communication with the Sanitation Officer/Executive Chef regarding crew performance, sharing achievement or counter performance with the Kitchen Steward and report any cases of indiscipline.
- Ensure that assigned crew are well groomed and in proper uniform when reporting for duty.
- Must have all outlets ready for any announced or unannounced Public Health Inspection, either done by the Food & Beverage Director / Sanitation Officer or local authorities.
- Must be familiar with all relevant events regarding the F&B operation to ensure that all venues are set on time i.e. cooking demo, juice station, galley tours, etc.

Training & Development

- Attends all 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.
- Prepare all Utility Team evaluations to company standards, and suggest if applicable in regards to potential position change, and is to overlook and respond to any Stewarding HR related issues with the Food & Beverage Director (R Class and SSSL) or share his concerns with the Sanitation Officer.
- 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.

Financial

- Responsible for controlling food and general expenses involved in his / her area, as set by the Corporate Office Guidelines and Budget and regarding Chemical and consumables.
- Maintain an excellent awareness of cost control within his team.
- Control overtime and apply TAR procedures accordingly (work within the set budget perimeters).

Safety Responsibilities

- Must be familiar with the vessel layout in terms of safety and security, must have a full understanding of ships rules / regulations (SMS) and participate in all required safety drills / training.

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Resources

- Must be familiar with the Human Resources Manual and Shipboard Training.
- Maintain a high level of crew morale within his department, 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.)

- Assist with loading or provisions whenever required and as directed.
- The above summaries the general responsibilities, but is not limited to these, other duties may be assigned as needed by onboard management or shore site corporate.

Qualifications

Knowledge, experience, skill, and/or ability

Required

- Standard High School Education.
- Previous Experience and/or training in the hotel/galley stewarding.
- Requires a minimum of five years in a similar shipboard position.
- Outstanding knowledge of Vessel Sanitation Program regulations and procedures.

Preferred

- 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.

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 the company software.
- Familiarly with the concept of relational database driven inventory control systems.

Education/experience/certifications

- High School Diploma or international equivalent.
- 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.

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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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