

International Cruise Services, Inc.

POSITION DESCRIPTION

Position Title: **Head Storekeeper**

Department: **FOOD**Sub-Department **NON CULINARY**

Reports To: **Provision Master, Assistant F&B Director, Food And Beverage Director**

Direct Reports: **Storekeeper, Assistant Storekeeper, Utility Storekeeper**

Position summary

The Head Storekeeper is assisting the Provision Master to manage the storekeeper team and day to day operation and is fully responsible of the dry store location.

Essential duties and responsibilities

Operational

- Responsible of the dry store inventory onboard, including receiving, storing, issuing and inventorying of the supplies.
- Assist the Provision Master to supervise and coordinate the day to day activities of all staff involved with receiving, storing, inventorying and issuing food and beverage items and related supplies.
- Must participate in the loading of all products necessary to the operation of the Food Dept.
- Ensures requisitions are prepared in a timely manner and in accordance with the requisition timetable.
- Ensure appropriate FIFO Rotation is in place in his area and report any issue to the Provision Master.
- Assist the Provision Master with the loading operation inside the store rooms.
- Takes scheduled and end of voyage physical inventory of his store (and is to assist the Provision Master with high cost items, meat and fish) according to the Hotel Controller inventory schedule.
- Provide his constant feedback regarding Dry store operation to the Provision Master including running low items, expiration dates, and consumption changes.
- Must present his storeroom in an immaculate condition to local authorities for inspections (Custom / Public Health/SMS if required).
- Ensure that Public Health are followed according to company standards and expectation (referring to US, Anvisa, Shipsan, Canadian, Australian etc) and followed at all times on board.
- Must be knowledgeable with all the cleaning materials and chemicals, taking the necessary precautions to avoid any bodily injuries or damages to the Ship's Property.
- Assist the Provision Master to maintain all required Integrated Pest Management practices on the floor and PH follow up from the Storekeeper team.

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- Enforce all SMS related requirements in his assigned area.
- Assist the Provision Master with the issuance of meat, fish, seafood and flagged items for food, chemical and consumables for Hotel.
- Assist the Provision Master with the high cost – flagged Items inventory log maintenance.

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.
- 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

- Provide his constant feedback regarding Dry store operation to the Assistant F&B Director including running low Items, expiration dates, consumption changes in order to reduce wastage or shortages.
- 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

- Must be familiar with the provision area 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.

Resources

- Not Applicable.

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

- 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

- Professional Experience and Education: Standard High School Education.
- A minimum of five years food related experience and/or training; or equivalent combination of education and experience.

Preferred

- Shipboard Experience.

Required computer skills

- Microsoft Office Suite 2003 and higher (Word, Excel, Outlook).
- Basic Windows XP, Vista and Windows 7 Operating Platform knowledge.

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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.

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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