

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: **Provision Master**

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

Reports To: **Assistant F&B Director, Hotel Controller, Food And Beverage Director**

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

Position summary

The Provision Master is assisting the Assistant F&B Director to manage the onboard Procurement Operation by providing on the floor control of the store keeper, accurate issuances and inventories.

Essential duties and responsibilities

Operational

- Must have in-depth knowledge of the overall Culinary experience onboard our vessels and must be familiar with the entire hotel operation.
- Supervises and coordinates the day to day activities of all staff involved with receiving, storing, inventorying and issuance of food and beverage items and related supplies.
- Assist the Assistant F&B Director and Hotel Controller to ensure the accuracy of the established par levels by communicating any consumption trend changes.
- Conduct frequent inspections of highly perishable merchandise and seeks advice and support from the culinary team if uncertain.
- Ensures requisitions are prepared in a timely manner and in accordance with the requisition timetable.
- Ensure appropriate FIFO rotation is in place and monitor Expiration logs of products.
- Conduct with the Head Butcher and Chef de Partie Fish the inventory of the thawing rooms (Location 21/05) and perform any necessary spot checks in order to avoid inventory variances.
- Supervises the entire loading operation inside the store rooms with the support of the Sanitation Officer (O Class) /Kitchen Steward (R Class & SSSL) and Head Storekeeper.
- Demonstrates proper operation of all equipment to his staff, including personnel assigned which are not permanently assigned to the storerooms in order to ensure a safe working environment.
- Takes scheduled and end of voyage physical inventory (including high cost items, meat and fish thawing rooms); according to the Hotel Controller inventory schedule and analyses any discrepancies.
- Assist the Assistant F&B Director and Hotel Controller to prepare all food, beverage and hotel orders in a timely and accurate manner by providing his constant feedback.

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- Assist the Assistant F&D Director for OCI or generate himself for SSSL the quality and quantity discrepancy reports based on the standards and specifications established by the culinary department by reporting issues encountered during the operation or loading.
- On a daily basis, with the feedback of each storekeeper prepares the running low items report and provides them to the Assistant F&B Director and Senior/Executive Chef.
- Is responsible to issue with the assistance of the Head Storekeeper the meat, fish, seafood and flagged items for food and the chemical and Consumables for Hotel.
- Prepare the spoilage report if needed and maintain an expiration log after each receiving.
- Attend the chefs morning meeting with the Assistant F&B Director in order to share the issues encountered and develop a two way course of action and therefore take proactive actions regarding shortage, slow moving, expirations or any other issues.
- Must present all storerooms in an immaculate condition to local authorities for inspections (Custom / Public Health/SMS if required) and in accordance to company requirements.
- Responsible for all storeroom facilities (WIF, freezer and dry stores), maintain the required temperature logs and report any maintenance issues to the Asst F&B Director in order to follow up with the required IssueTrax.
- Monitor the appropriate vegetable micro sanitation practice follow up in the vegetable preparation area.
- Maintain all required Integrated Pest Management logs and appropriate practices on the floor.
- Enforce all SMS related requirements in his assigned area and carry out the respective trainings to acquaint his subordinates and team members alike. Will spot check the garbage segregation and ensure that all personnel follow it.
- Ensures that subordinates follow their schedules and produce the required tasks as per their job descriptions on a daily basis.
- Must have a thorough understanding of how the TAR operates and be familiar with its related regulations and policies; be familiar with the contracts and work/rest hours and supporting documentation.
- Maintain and ensure that Public Health are followed according to company standards and expectation (referring to US, Anvisa, Shisans, Canadian, Australian etc) and followed at all times on board.
- While supporting the Assistant F&B Director on the day to day operation it will be essential to establish good knowledge and tools of support on all HR related concerns.
- Ensures that assigned crew, as well as crew in areas being inspected, are well groomed and in proper uniform when reporting for duty and all related policies are being enforced.
- Meets the assigned new employees / subordinates and explains the ship's rules and regulations and onboard routines, introducing them to their duties and job descriptions.
- Should notify the Assistant Food & Beverage Director of any cases of indiscipline or poor performance.
- Gives training to assigned crew with emphasis on personal safety, USPH standards and ship's garbage separation procedures, keep the log of all the trainings done.
- Coach and evaluate the subordinates encouraging and motivating them to develop.
- Ensure confidentiality when handling sensitive information.

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- Project a favorable image, to promote its aims and objectives and foster and enhance public recognition and acceptance of all its areas and endeavor.

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 scheduled/necessary performance evaluations in a timely manner and following company standards.
- 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 galley 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.
- Complies with safety and pollution prevention regulations and operating procedures.

Resources

- Must be familiar with the Human Resources Manual and Shipboard Training.
- 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.)

- Attend early stand-by for any inspection.
- 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. Requires a minimum of eight years in the profession (Quality Hotels or Restaurants).

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- A strong culinary background is needed, as well as managerial.

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.
- Familiarity with company proprietary and internal computer system, such as ICS, ABS and ETAR.
- Familiarity 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.

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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