

# 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:       **Utility Storekeeper**

Department:         **FOOD**

Sub-Department    **NON CULINARY**

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

Direct Reports:     **None**

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### Position summary

The Utility Storekeeper is responsible of a warehouse inventory location, including receiving, storing, inventorying and issuing of Food and Beverage related items.

### Essential duties and responsibilities

#### Operational

- Responsible of Receiving, Storing, and Issuing Food, Beverage, Hotel, or Cleaning Products used by the Food Department.
- Must participate in the Loading of all products necessary to the operation of the Food Dept.
- Ensures requisitions are prepared and delivered 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
- Must, according to schedule, participate in the cleaning of all storage facilities according to the Public Health procedures and standards.
- Takes scheduled and end of voyage physical inventory of his store according to the Provision Master instruction.
- Individual responsibilities will be assigned by the Head Storekeeper / Provision Master and the Assistant Food & Beverage Director with on the job training concerning the cleaning and sanitation procedures.
- 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.
- Must report for duties on assigned times; follow his/her Superiors instructions in line with the Company's Rules and Regulations.

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### **Training & Development**

- Attends all meetings, training activities, courses and all other work-related activities as required.
- Follow the Ships' Rules, policies and regulations and should attend any necessary training and familiarization to their new job and living environment.

### **Financial**

- Must report spoilage and non-moving items to the Head Storekeeper / Provision Master.

### **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.

### **Resources**

- Not Applicable.

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

- The above summarizes 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

1. Professional Experience and Education: Basic schooling.

##### Preferred

- Previous experience in Storekeeping helpful but not required.

#### **Required computer skills**

- Not Applicable.

#### **Education/experience/certifications**

- 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.

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**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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