

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: **Procurement Manager**

Department: **FOOD** Sub-Department **Non Culinary**

Reports To: **Food & Beverage Director, Executive Chef**

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

Position summary

The Procurement Managers main function on board is to perform all administrative services related to the supply chain management, providing a professional and reliable ICS financial and controlling service onboard. Responsible for assisting the F&B Director, Executive Chef, Hotel Controller, and all relevant HOD in the function of managing inventory data entry, ordering, inventory accuracy rates, and inventory controls onboard assigned vessels for the Hotel and F&B Departments. This also includes daily entering of all internal requisition to determine the daily consumption for all outlets. Needs to be efficient, prompt and have detailed knowledge and administration skills, strategic inventory and supply chain planning. Assisting with the achievement of departmental financial budgets and targets. Establishing and enforcing cycle counts, being accurate and prompt while reporting data, based on the documentation requirements, ensuring compliance of ICS financial and supply chain procedures and implemented policies.

The jobholder should include the ability to:

- Be efficient, prompt and accurate in overall Administration.
- Inventory, Stores management.
- Have an open and proactive line of communication with all shipboard management.
- Manage his team in an efficient manner.
- Accurate reporting when it comes to inventories and requisition posting.
- Follow the cycle count schedules, and conduct daily spot checks.
- Operate ICS, TAR.
- Provide systems training, ICS, to all stores personnel.

Essential duties and responsibilities

Operational

- Fully responsible for the day-to-day operation in the storeroom including but not limited to, activities of all staff involved with receiving, storing, inventorying and issuance of food and beverage items and related supplies, accuracy of inventories, appropriate FIFO rotation, vegetable/fruit sanitation practices, accuracy of issuances and charges, tidiness, cleanliness and compliance with PH standards and SMS.

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- Is responsible to issue with the assistance of the Equipment Storekeeper the meat, fish, seafood and flagged items for food and the chemical and Consumables for Hotel.
- Must have an in-depth knowledge of the overall F&B experience onboard Oceania vessels and be familiar with the entire hotel operation.
- Fully responsible to coordinate and review all orders Food, Beverage, Other and Hotel, generated by the Hotel controller as per order schedule, by taking into consideration budget constraints such as Fresh produce PPD or Monthly / YTD budgets.
- Coordinate the meetings with the HOD's & Food and Beverage Director before the orders are submitted to review them (which include as well as deem necessary their subordinates including Head Butcher, Pastry chef, CDP Fish, Chief Housekeeper, Cellar Master, Head Bartender, Head Butler).
- Must ensure that all receiving logs and EPRs are cross checked with shipboard orders, and discrepancies communicated with the shipboard and shore side team to take proactive action.
- Conduct frequent inspections of highly perishable merchandise including but not limited to fresh, dairy, flagged items and seeks advice and support from the culinary team if uncertain.
- Conduct with the Head Butcher and Chef de Partie Fish the inventory of the thawing rooms (Location 21) and perform any necessary spot checks in order to avoid inventory variances.
- Fully responsible for the par level maintenance by a constant analysis of the consumption patterns with the HOD's and to recommend course of action to the relevant shore side team for approval.
- Traces history of items to determine reasons for discrepancies between inventory and stock control records and recommends remedial actions to develop a corrective action. Coordinate with the Hotel controller the schedule and end of voyage physical inventory (including high cost items, meat and fish thawing rooms), and analyses any variances. Every storage location and item must be inventoried at least twice per month. With the exception of the Equipment Warehouses which must be inventoried once a month.
- Must ensure the proper rotation of stock using FIFO system and maintain the high cost monitoring log to tackle inaccurate FIFO rotation and minimize cost exposure due to wastage.
- Prepare the loading report and communicating it to HOD's and Head Office.
- Prepare the quality and discrepancy report and communicate it to the HOD's and head office to clarify alternative usage of the products received when applicable based on the standards and specifications.
- Prepare the spoilage, expiration log and running low reports and communicate them to the HC & HOD's
- Supervises the entire loading operation inside the store rooms with the support of the Sanitation Officer, Head Storekeeper and Equipment Storekeeper and coordinates with the Hotel Controller the pier side receiving and the flow of trucks, containers and provisions. During the loading he/she is also in charge to supervise the personal safety of the personnel assigned.
- Coordinate with the purser and the F&B team any procurement or purchasing related matter, by making the necessary arrangement in the ports of call required (forklifts, stevedores, local purchase).
- Responsible for checking all quantities received within 48 hours after the loadings, in order for the Hotel Controller to confirm them in the system.

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- Ensures requisitions are prepared accurately, in a timely manner and in accordance with the requisition timetable.
- Spot-check requisition issuance and report any shortage to take a corrective action and responsible for posting the requisitions upon issuance.
- Fully responsible to review the accuracy of prices, units of measurement, conversion factors, active / inactive/discontinued items maintenance and to address discrepancies encountered.
- Maintain and communicate slow and nonmoving items list, on a month bases in order to coordinate a plan of depletion if needed with the Executive Chef, Cellar Master, Head Bartender.
- Implements and initiates spot checks together with the Hotel Controller after conducting inventories and report variances to the onboard management and the corporate office.
- Assisting Hotel Controller when un-announced spot checks are conducted.
- Update pending back orders template for the hotel items.
- Uses manual and computerized systems to ensure the accuracy of the current inventory and par level including but not limited to master lists or portion charts.
- Attend the chef morning meeting 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.
- Maintain and communicate all procurement required record retentions with ship and shore side.
- Spot-checks logs of the refrigerator temperatures and IPM logs are recorded. Takes action when temperature does not meet requirements.
- Ensuring all concessionaire Food / Beverage / Consumable charges are posted accordingly and communicated to the HC.
- Give daily feedback to Food & Beverage Director and Senior/ Executive Chef on F&B/HK operations.
- Ensures that subordinates follow their schedules and produce the required tasks as per their job descriptions on a daily basis.
- 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.
- Responsible for all storeroom facilities (WIF, freezer and dry stores), maintain the required temperature logs and Issue repair requests through Issue Trax and keep the EC AND FBD informed.
- Maintain and 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.
- Monitor the appropriate vegetable micro sanitation practice follow up in the vegetable preparation area.
- Monitor all required Integrated Pest Management logs and appropriate practices on the floor.
- Project a favorable image, to promote its aims and objectives and foster and enhance public recognition and acceptance of all its areas and endeavor.

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- Review and monitor daily schedules work duties, side jobs and free time for assigned crew according the TAR guidelines, his/her duties are not limited to these above mentioned assignments; furthermore they may change as per guidelines directed by shipboard management or shore side.

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 for their new job and living environment.

Financial

- Provide his constant feedback regarding the stores operation 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

- Participates in all safety drills or all required trainings according to instructions
- Complies with Oceania Cruises' safety and pollution prevention regulations and operating procedures.
- 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

Resources

- Must be familiar with the Human Resources Manual and Shipboard Training.
- Should notify the Food & Beverage Director of any cases of indiscipline or poor performance.
- Ensure confidentiality when handling sensitive information.
- 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).

- This position description in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position. Shipboard employees will be required to perform any other job – related duties assigned by their supervisor or management.

Qualifications

Knowledge, experience, skill, and/or ability

Required

- High School education or better.

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- A minimum of five years F&B related experience and/or training; or equivalent combination of education and experience.
- Outstanding knowledge of Vessel Sanitation Program regulations and procedures.
- 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.

Preferred

- Shipboard Experience in a Procurement Manager role.

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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