

## International Cruise Services, Inc. Seven Seas Services Limited

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

Position Title: **Tailor**

Department: **Hotel** Sub-Department **Housekeeping**

Reports To: **Chief Housekeeper, Assistant Housekeeper**

Direct Reports: **N/A**

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#### Position summary

The major goal of the position is to be in charge of all tailoring repairs needed on board.

This includes but not limits to, alterations of the Uniforms, tailoring repairs of guests' garments (REGENT ONLY), any tailoring repairs needed in guests suites such as curtains, bed skirting's, and other tailoring work requested by Chief Housekeeper.

#### Essential duties and responsibilities

##### Operational

- Does tailoring alteration and maintenance of officers, staff and crew uniforms.
- Does tailoring alterations upon Guests requests, using always "Tailor form" (REGENT ONLY)
- Follow up with maintenance of all drapes and fabrics around the ship.
- Works in conjunction with the Linen Keeper and notifies him of any problems regarding the washing and dry cleaning of the uniforms.
- Keeps inventory of all Tailor equipment and uniform and inform the Chief Housekeeper of the supplies needed.
- Keeps the Chief Housekeeper informed of any problems regarding the uniforms and advises on shortages or damages.
- Responsible for the cleanliness and tidiness of the Tailor workshops.
- Ensures personal appearance, personal hygiene and uniform appearance are at all times in accordance with Company Policy.
- Assists the Linen Keeper during busy hours with issuance of linen.

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### **Training & Development**

- To participate in all training set by the company.

### **Financial**

- Ensuring all equipment is well maintained.
- Minimizing linen and terry linen discarding by altering them for crew usage.
- Maximizing Uniforms durability by repairing them, so they look presentable.
- Ensuring tasks are completed within assigned working hours, consulting first with Chief Housekeeper in case "overtime" hours are required.

### **Safety Responsibilities**

- To comply with the safety and pollution prevention regulations and operating procedures at all times, participating in all relevant meetings and training sessions.
- Participate in safety drills, according to instructions.
- Must be in possession of valid STCW certificates.

### **Resources**

- HKOM, USPH manual, SMS, and instructions/ explanations provided by Chief HK or Shipboard/ Shoreside management.

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

- As per operational needs, other duties may be assigned by Chief Housekeeper.

### **Qualifications**

#### **Knowledge, experience, skill, and/or ability**

##### Required

- Must be professional/ schooled Tailor.
- Must be knowledgeable when it comes to sewing equipment proper usage and maintenance.
- Must be fully knowledgeable with the Company Waste Management Policy.
- Knowledgeable of the of the United States Public Health Sanitation Standards, Rules and Regulations.

##### Preferred

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- Shipboard experience.

**Required computer skills**

- N/A

**Education/experience/certifications**

- Elementary and middle school (8th grade) or higher. A minimum of two years related experience and/or training in the hospitality field.
- Must have minimum 2 years experience as Tailor.

**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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