



JOB DESCRIPTION – GALLEY STEWARD

Title:	Galley Steward
Rank:	Crew
Department:	Galley Department
Main function:	Responsible for Cleanliness in the Main Galley, and other Food preparation Areas onboard
Reports to:	Executive Chef, Sanitation Officer,
Direct Subordinates:	Galley Steward, (Dishwashers, Potwashers, Day & Night Cleaners, Garbageman)
Next in Command:	Executive Chef, Sanitation Officer
Cabin:	Shared

1. PROFILE

- Must have USPH experience
- Must be knowledgeable in HACCP
- Must be knowledgeable in the ISM regulations
- Candidate must be aware of Management functions and have the ability to communicate with all levels of crew.
- Must be able to read and evaluate hygiene inspection reports (USPH and similar style reports) and be fully aware of the internal Organisation of a catering department on board a cruise ship
- Ideal Age Between 25 & 35 years

2. AREAS OF RESPONSIBILITY:

b) Back of the House:

Galleys, crew mess, officer's/staff mess, waste disposal

4. SPECIFIC DUTIES AND ACTIVITIES:

a) Inspections

Participate out all inspections as outlined in the Hotel Management Manuals and as requested by the Sanitation Officer.

b) Maintaining Standard Procedures

Check on administration and working procedures and ensure all are carried out as stated in the Hotel Management Manuals & ISM Manual.

c) Cost Control

Ensure that cleaning supplies and consumables are used economically and wastage is minimised
Always act in the best interests of the company with regard to minimising costs.



d) Equipment

All machines and equipment must be kept in good repair and in clean condition. Supervise instruction program on handling of equipment for new or re-rated crew members. Handling procedures of already trained crew members to be re-checked. Regular inspections on the conditions of equipment must be carried out and an up to date AVO list to be maintained. Follow up on action required, outstanding repair list to be checked on a regular basis.

e) Waste Disposal

Ensure that all waste produced and handled by the catering department complies with rules set by MARPOL and the ship. Ensure all workers are fully trained and that complete records of waste discharge are kept as per ISM manual.

f) Public Health & Hygiene

Ensure that all Utilities in your Department stores, restaurant and bars, work according to the standards set in the Hotel Management Manuals & ISM Manual. (Vessel Sanitation Regulations). Spot-checks to be made on a regular daily basis. End of cruise general cleaning to be done

g) Other Duties

-take charge of Life Raft Station/Assist in evacuation of pax & crew or otherwise as per vessels master list

6. MANAGEMENT

a) Leadership

Lead subordinates successfully into productive working methods by setting an example and utilising all available management tools (Hotel Management Manuals and checklists).

b) Communication

Provide a two-way line of communication for Staff. Dealing with day to day problems, including personal problems.
Deal with proposals and suggestions from Management and Staff.

c) Disciplinary Procedures

Ensure that correct disciplinary procedures are adhered to especially with regard to correct handling of written warnings and record of same.
Follow up on disciplinary reports.

d) Maintaining Standards

It is expected, that the Galley Steward is fully aware of the company standards as outlined in the Hotel Management Manuals. The Galley Steward is expected to know the job description of each crewmember whom reports to him.
Ensure, that the set standards are kept and crewmembers work according to their respective job descriptions. Corrective action and on the job training to be taken to ensure standards are upheld. Training records to be kept.

In addition to the above Job Description the following points apply:

I have read and discussed the above and I fully understand the description of my job and agree to abide by this description of my duties.



CRUISE & FERRY SERVICES GROUP

Galley Steward