



(manual section is applicable for above companies)

HUMAN RESOURCES

Revision 63 : August/09/2011

Chapter 8 - .01 Beverage Operations

8.01.09 Bar Utility

Position Description

Position Title: Bar Utility

Revised Date: 09/13/2007

POSITION SUMMARY

Maintains bar work areas, glassware, equipment and utensils in clean, orderly and stocked condition. Responsible for supporting bar operations by performing the following essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All duties and responsibilities are to be performed in accordance with Royal Caribbean International's Gold Anchor Standards, SQM standards, USPH and HACCP guidelines, ServeSafe, environmental, and workplace safety policies and procedures. Each shipboard employee may be required to perform all functions in various food and beverage service venues throughout the ship.

In accordance with Royal Caribbean International's philosophy of *Anchored in Excellence*, each employee conducts oneself in a professional and courteous manner at all times. This consists of physical and verbal interactions guests or fellow shipboard employees and/or in the presence of guest contact and crew areas.

1. Maintains the cleanliness of the bar work areas and follows proper washing and sanitation of glasses, work areas, utensils, pantries, floors, equipment, etc. Washes worktables, walls, refrigerators, equipment and all related surfaces and counters. Sweeps and mops floor. Utilizes proper USPH sanitation procedures at all times.
2. Segregates and removes trash and garbage and places it in designated containers. Steam cleans or hoses out garbage cans. Utilizes proper USPH sanitation procedures at all times.

3. Collects used glassware and transports them to the galley. Places glasses in the proper racks or on conveyor to dishwashing machine. Operates washing machine according to instructions. Inspects glasses for cracks, chips and removes them from circulation. Returns clean glasses to their appropriate places according to handling procedures. Utilizes proper USPH procedures at all times.
4. Ensures an adequate supply of glassware is on hand at all times. Retrieves glassware from central location and restocks as needed. Utilizes proper USPH procedures at all times.
5. Keeps ice bins stocked at all times. Retrieves ice from central location and restocks as needed. Utilizes proper USPH procedures at all times.
6. Ensures dry snack bowls are filled at all times. Utilizes proper USPH procedures at all times.
7. Collects and transports a variety of supplies between storage and work areas. Places items in the appropriate location in the bar. Utilizes proper USPH procedures at all times.
8. Participates with the bar staff in all activities required in opening and/or closing the bar. Utilizes proper USPH procedures at all times.
9. On boarding days, loads shipments from vendors onboard the vessel to storage area and then to assigned bar.
10. Attends meetings, training activities, courses and all other work-related activities as required.
11. Able to accurately complete transfer documentation.
12. Performs related duties as required. 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

Minimum hiring, language and physical requirements to perform the job.

Hiring Requirements:

- Ability to pass ISF Marlins Test level 3
- Successfully completes Royal Caribbean International's Alcohol Awareness Training Tests (ServSafe) with a passing score, within 30 days of contract.
- Previous utility or cleaning experience in a 4 or 5 star restaurant, hotel, lounge, cruise ship etc. preferred.
- Ability to work independently and assess bar needs for restocking

- Completion of high school or basic education equivalency preferred.
- Ability to identify bar glassware and bar supplies. Basic knowledge of bar equipment (blenders, flash blenders, ice machines)
- Ability to collect and transport supplies from various locations throughout the vessel.
- Completion of high school or basic education equivalency preferred.

Internal Candidate Requirements:

In addition to the stated hiring requirements, internal candidates are required to fulfill the following:

- Completion of one full contract, with a performance rating of satisfactory or above.
- No written warnings on file within the past 12 months.
- Must successfully complete the process for Shipboard Job Applications.

Language Requirements:

- Ability to speak English clearly.
- Must pass ISF Marlins Test to a minimum category 3 level
- Able to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from guests, supervisors and co-workers.

Physical Requirements:

While performing the duties of this job, the shipboard employee is regularly required to stand for long periods of time; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

All shipboard employees must be physically able to participate in emergency life saving procedures and drills. Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats. Ability to lift and/or move up to 50 pounds.

Related Entries:

END OF SECTION