



RCL Cruises Ltd.

(manual section is applicable for above companies)

**JOB DESCRIPTION MANUAL -
HOTEL OPERATIONS CELEBRITY
Chapter 9 - Position Description
Shipboard - F&B Administration**

Revision 32 : July/25/2011

9.06 Culinary Administrative Assistant

Position Title: Culinary Administrative Assistant

Reports To: Executive Chef

Direct Reports: N/A

Effective Date: August 2007

Position Summary

This position is responsible to provide administrative duties to the Executive Chef and Galley Management.

Essential Duties & Responsibilities

To support Celebrity Cruises' mission of sustaining "the world's ultimate premium cruise line with a taste of luxury," all duties and responsibilities are to be performed in accordance with Celebrity Cruises' Pillars of Safety, Service and Style, ISM/ISO and SQM standards, USPH guidelines, and environmental regulations.

Each shipboard employee may be required to perform all functions in various service venues and throughout the ship.

1. In accordance with Celebrity Cruises' Pillars of Safety, Service and Style, as well as through Celebrity STAR Program, each employee conducts oneself in a professional and courteous manner at all times. This consists of physical and verbal interactions with guests or fellow shipboard employees and/or in the presence of guest contact and crewmembers' areas.
2. Performs administrative duties such as checking and answering emails, posting notices, printing out ratings reports and comment cards. Schedule appointments and maintain filing systems. Make copies of correspondence or other printed materials. Distribute emails and fax messages as required. Composes routine letters and correspondence. Route and answer correspondence not requiring the Executive Chef's attention. Keep the Executive Chef informed of outstanding issues as they may arise by utilizing a tickler file system.
3. Operates computer equipment, software and printer to perform necessary word processing functions,

- in accordance with technical manuals and established procedures. Utilizes spreadsheet software packages for basic mathematical formulas and graphic presentation of information.
4. Welcomes new galley employees, familiarizes them with the ship's environment and introduces the new crew members to Executive Chef. Responsible to give Safety Familiarization Training to new crew members on embarkation day. Works in conjunction with the F&B Administrative Assistant's office to assist with new crew members in order to familiarize them with their assigned accommodations, uniform shop, crew laundry, and other facilities onboard. Ensures each new crew member has all the required uniforms and tools to start working. Maintains a galley berthing plan.
 5. Distributes appropriate business materials, reviewing emergency procedures, etc. Explains administrative tasks i.e., time and attendance sheets, training programs, etc. to all new joining Galley crew.
 6. Responsible for meal counts in the galley on a daily basis by utilizing the MCS software. Records meal counts data and guest count information. Prepares meal count recaps and reports and submits the reports to the Executive Chef and F&B Manager.
 7. Enters all requisitions on a daily basis into the CrunchTime system. Follows up with the F&B Provision Master on necessary adjustments and informs the Executive Chef.
 8. Prepares Turnaround Reports for Emergency Plan and submits to Safety Office. Reports excuse lists to Safety Office as per Executive Chef's instruction. Checks "Interview Request Report" from Emergency Plan Reporting after every Safety Drill and arranges meetings with Safety Officer.
 9. Maintains and files all departmental related reports, USPH related logs and records i.e., Time & Temperature Control Sheets, USPH Training Attendance and Schedules.
 10. Enters Galley and all Utility Cleaner personnel's Time & Attendance records in the Kronos system. Responsible to prepare all Time & Attendance related reports and informs the Executive Chef and F&B Manager immediately if there are non-compliances or discrepancies. Distributes and collects Time & Attendance Time Sheets.
 11. Facilitates, schedules and coordinates all Galley training activities, seminars and all other work related activities with the employees and the respective trainers. Attends training, seminars and activities, if needed and keeps records of all training sessions and seminars.
 12. Coordinates and arranges meetings for the Galley personnel, prepares agendas in conjunction with Executive Chef, advises on location and time of the meeting, and records minutes of meetings.
 13. Orders and maintains office-related supplies and arranges for equipment maintenance.
 14. 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.
 15. All records and reports received onboard the vessel, are company's property and shall be considered confidential. The Culinary Administrative Assistant should not discuss these documents with anyone outside of the Company or with any crewmember.

Financial Responsibilities

Financial responsibilities for budget, expenses and/or achievement of revenue targets.

- This position is responsible for direct cost containment through the proper use of courtesy gestures, supplies and the reward of prizes.

MOTIVATIONAL RESPONSIBILITIES

People management responsibilities to ensure optimal performance of the function.

- This position does not have supervisory responsibilities.

QUALIFICATIONS

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

Two to three years of word processing experience in a secretarial capacity preferred.

Ability to type 40-50 WPM.

Hiring Requirements:

- Working knowledge of computers in a Window environment with emails Microsoft Word, Excel and related printers and equipment.
- Knowledge of standard office procedures and organization skills. Ability to operate basic office equipment, including telephone, copy machine, fax, adding machine, etc.
- Excellent interpersonal skills to communicate with all levels of management and employees.
- Excellent organizational skills.
- Completion of high school or GED required; university degree preferred.

Language Requirements:

- Ability to speak English clearly, distinctly and cordially with guests.
- Ability to read and write English in order to understand and interpret written procedures. This includes the ability 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.
- Ability to speak additional languages such as Spanish, French or German preferred.

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. 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