

## CHEF DE PARTIE JOB DESCRIPTION

### POSITION SUMMARY:

The Chef de Partie supports the Executive Chef and rest of the Galley Management team to oversee the activities of the food preparation and meal services aboard the ship, within the assigned area.

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. Employees may be required to perform any other job-related duties assigned by their supervisor or management. All duties and responsibilities are to be performed in accordance with the Company's Safety, Quality and Environmental standards.

### RESPONSIBILITIES:

- To ensure the smooth preparation and service to company standards of all food items within assigned section
- Ensuring quality, consistency and maximum food cost efficiency, whilst maintain proper food specifications are followed.
- To ensure that all team members comply with company specified uniforms, wearing safety equipment if appropriate.
- To assist the galley management with the professional development of those team members assigned to that section with daily / weekly training.
- To assist Chef and the galley management with the food loading – Monitoring the quality and specification of food items that are received on board; report all discrepancies to the chef.
- During the operation monitor the quality and presentation of all food items, - Correct where necessary. Notify Chef of any issues regarding presentation of items already served to guest.

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- Ensure that all team members within the section are trained as per proper SMS procedures. – On the job training forms must be filled out by all signing on personnel.
- Comply with correct HACCP plan / USPH requirements by ensuring temperature logs are maintained for food items / equipment with assigned section.
- Ensure that all daily requisitions from provision matches crunch time orders, ensuring proper transportation,
- rotation and storage practices are complied with – Report all variances to Sous Chef / Store Keeper.
- Take active role in reviewing / understanding the daily FCW; explaining to team members with section the plan of action to correct is required.
- Ensure that all paperwork related to assigned section is submitted to Chef in a timely, well presented manner.
- Communicate effectively with store keepers on a daily fashion regarding any potential product shortages – Reporting to Sous Chef / Chef - Suggest any product changes that may have to occur.
- Ensure that correct medical procedures are been maintained – reporting any sick personal to the Medical Center – notifying Chef of any crew member who has been taken ill, and what section they have been working in.
- Liaise with Assistant Food Operations Manager – Galley Supervisor regarding the cleaning of the section – Advise of timing most suitable to operation.
- Plan all equipment's requirements ahead of time – Liaise with Galley supervisor / Sous chef about any special requirements for the operation.
- Ensure proper collation and storage of all galley equipment and accessories, required for section is carried out ahead of time – Ensure all team members with in section have correct tools required to carry their assigned sections – Notify Sous Chef of any short falls.

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- On regular basis conduct inspection of section – Monitoring all areas including, garbage separation, and correct food handling procedures.
- Ensure that at all times correct USPH Standards are being maintained, not only within section but throughout the operation – correct and report all findings to Sous chef or CDP' s assigned to the section in question.
- Ensure all team members within section attend all on board training sessions – drills. Notifying team members in advance – whilst arranging coverage of section whilst not effecting guest service
- To proactively assist galley management in other tasks and projects assigned by management – Actively implementing any changes put forward by Chef.
- Assist the chef / sous-chef conduct culinary classes – if required.
- Assist Sous chef in compiling accurate – operational bases par levels of stocks required within assigned section.

#### REQUIREMENTS:

- Minimum 3-year experience in a food preparation/service position in restaurant, resort or hotel (shipboard experience preferred).
- Completion of High school or GED. Technical training or institute education in the culinary arts. Bachelor's degree or equivalent in the culinary arts.
- Ability to effectively deal with internal and external guests, some of whom will require high levels of discretion, patience, tact and diplomacy.
- Must enjoy working with the public in a busy, active and sometimes noisy environment.
- Be able to work with international team members.

#### LANGUAGE REQUIREMENTS:

- Excellent ability to speak English clearly, distinctly and cordially.

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- Excellent ability to understand, read and write English in order to interpret written procedures, policies and manuals. 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.

#### PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the shipboard 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Extensive travel from ship to ship with varying accommodations and resting opportunities require good health. Active management of health through diet and exercise is a key for prolonged success in the position.
- All shipboard employees must be physically able to participate in emergency lifesaving 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. The employee must have the ability to lift and/or move up to 55 pounds.

#### LEADS WITH PASSION, DRIVE AND ENERGY

- Promotes team unity at all levels within the Team and collaborates well with shipboard and shore side management.
- Shows motivation to learn and grow in the department.

#### ACTS WITH INTEGRITY

- Creates a climate of trust, mutual respect, and a professional image according to company standards. Be groomed meticulously and ready for guest service.

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- Maintains guests' and employee confidence and protects the organization's reputation by keeping guest and company information confidential. Enhances department and company reputation by accepting ownership and accomplishing a diversity of requests while exploring opportunities to add value to job accomplishments.

BENEFITS:

- Contract with an average length of 6 - 8 months.
- Free food & shared accommodation (2 people per cabin).
- Crew areas activities on board (gym, crew bar, shore excursions, social activities, crew events, etc.)
- Joining tickets: are not covered for new crew members.
- Repatriation tickets: are provided by the company.
- Visa expenses reimbursed on board.
- Medical exam can be reimbursed depending of the company.
- Earn recognition and career advancement opportunities.

OCEAN  
RECRUITMENT

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