

SOUS CHEF JOB DESCRIPTION

POSITION SUMMARY:

The Sous Chef supports the Executive Chef to oversee the entire Culinary Arts operation on-board. Assisting to lead a large team of hardworking Culinary professionals the Sous chef is responsible assisting with the day to day directing all food preparation and meal services aboard the ship, ensuring consistency, quality, cost effectiveness, and the highest level of sanitation are maintained, all in keeping with company and USPH standards.

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 aboard the ship, ensuring quality, consistency and maximum food cost efficiency throughout.
- To ensure all employees arrive at work on a timely basis in clean, company specified uniforms, wearing safety equipment if appropriate.
- Plan, formulate, distribute and follow-up on working schedules for all kitchen employees.
- To ensure the on-going and scheduled training of all galley employees.
- To direct, motivate, control, evaluate and provide feedback to all galley employees.
- With the Chef, assist in the production of an accurate weekly food order based on present inventory, par levels, incoming order, guest count, and company budgets.
- Follow-up to ensure a correct thaw cycle for frozen items, is adhered to.

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- Monitor quality and specification of all items loaded onto ship to ensure company standards are adhered to.
- Report all discrepancies to the chef.
- Monitor quality and presentation of all food items, provide corrective action where necessary.
- Provide training in all United States Public Health procedures and ensure same is carried out on a daily basis by all employees.
- Ensure all kitchen personnel are familiar with operation of all galley equipment.
- Ensure galley equipment, accessories, is adequately maintained. Submit repair requests and follow up wherever necessary.
- Ensure temperature logs for all refrigeration is taken by department heads on a daily basis. Monitor same and follow up on defective equipment.
- Follow-up on the daily requisitions from all kitchen outlets.
- Review food cost work sheet and daily issues with department heads. Plan any corrective action accordingly.
- Ensure all requested paperwork is submitted accurately and on time to the chef
- Liaise on a daily basis with the chef regarding potential shortages, and make changes where applicable.
- Liaise with Food Operations Manager and Maître d'hôtel regarding any menu changes, guest's feedback, etc.
- Be involved with the welfare of all kitchen personnel.
- Ensure kitchen personnel seeking medical attention are taken care off and followed up on.
- Ensure proper collation and storage of all galley equipment and accessories.

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- Conduct regular operational and sanitation inspections of all kitchen areas
- Plan and execute any special menus as directed by the chef.
- Provide accurate feedback at all times to the chef.
- Ensure kitchen staff attends all boat and fire drills as required.
- Ensure kitchen staff attends all meetings as directed by Chef.
- Be prepared to take charge of the kitchen in the chef's absence
- To perform additional duties that may be necessary, as directed by the management.

REQUIREMENTS:

- Minimum 8-year experience in a similar position in a 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.
- 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

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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.
- 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

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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.

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RECRUITMENT

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