

## UPHOLSTERER JOB DESCRIPTION

### POSITION SUMMARY:

Upholsters are responsible for assisting with the general upkeep and maintenance of guest and crew areas in regards to carpentry, wall coverings and soft furnishings.

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:

- Organizes work in a systematic way to reduce overall impact and disruption to guest/ ships environment.
- Ensures that sufficient materials are available to complete routine tasks, passing requisitions to appropriate on board management to order materials as required.
- Reupholsters and varnishes ships furnishing as and when required to maintain overall standards in all guest and crew areas.
- Repairs broken furniture as required to ensure ships service levels do not suffer.
- Assists Housekeeping on turnaround days for emergency maintenance inside staterooms and suites. (loose hinges, scratches on furniture, silicon in showers/ bathtubs, etc.)
- Maintains an accurate inventory of all fabrics, tools available on board.
- Installs carpets and wall paper when required.
- Assists guests with repairing broken luggage, bags, shoes, etc. as required by the Guest Services Manager.

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- Responsible for purchasing and ordering materials and tools required to perform assigned duties.
- Participated in all safety trainings and drills.

#### REQUIREMENTS:

- At least 2 years' experience of upholstery.
- Basic Training (PST+PSSR+FAID+FFB).
- Completion of high school or basic education equivalency preferred.
- STCW certificate.

#### 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 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.

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- 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 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.

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- Visa expenses reimbursed on board.
- Medical exam can be reimbursed depending of the company.
- Earn recognition and career advancement opportunities.



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