

## ASSISTANT STOREKEEPER JOB DESCRIPTION

### POSITION SUMMARY

The primary responsibility of the Assistant Storekeeper is to be responsible for a warehouse inventory location, including receiving, storing, inventorying and issuing of Food and Beverage related items.

### ESSENTIAL DUTIES AND RESPONSABILITIES

#### Operational

- Receive, store, and issue Food, Beverage, Hotel, or Cleaning Products used by the Food Department.
- Participate in the loading of all products necessary to the operation of the Food Dept.
- Ensure requisitions are prepared and delivered in a timely manner and in accordance with the requisition timetable.
- Ensure appropriate FIFO rotation is in place in assigned area.
- Report any issues to the Provision Master.
- Participate in the cleaning of all storage facilities according to the Public Health procedures and standards.
- Conduct scheduled and end-of-voyage physical inventory of assigned store according to Provision Master instructions.
- Complete Individual responsibilities assigned by the Head Storekeeper/Provision Master and the Assistant Food & Beverage Director.
- Receive on the job training regarding cleaning and sanitation procedures.
- Possess knowledge of all cleaning materials and chemicals, taking the necessary precautions to avoid any bodily injuries or damages to the ship property.
- Report for duties at assigned times.
- Follow instructions from Superior in line with the company rules and regulations.

#### Training & Development

- Attend all meetings, training activities or classes related to assigned position as required.
- Follow the ship rules, policies and regulations.
- Attend the training for new food crewmembers to become familiar with new job and living environment.

#### Financial

- Report spoilage and non-moving items to the Head Storekeeper & Provision Master

Calle Porta 170 Of. 507 Miraflores – Lima – Perú / Celular: 959 959 634

Email: [admision@agenciaocean.net](mailto:admision@agenciaocean.net) / [www.agenciaocean.net](http://www.agenciaocean.net)

### Safety Responsibilities

- Possess familiarity with the provision area layout in terms of safety and security.
- Have a full understanding of ship rules and regulations (SMS).
- Participate in all required safety drills/training.
- Ensure that all safety procedures are followed.
- Cooperate with the Staff Captain in adhering to the Ship's Safety Program.
- Follow the Ship Rules & Regulations.
- Maintain a safe and sanitary environment for all guests and crew members.
- Follow proper procedures and instructions at all times to prevent damage of any kind to ship or company property.
- Participate in safety drills as required.

### Resources

- Maintain a high level of crew morale within the administration dept. ensuring that all crew are treated in a fair and unbiased manner and the team works with a positive atmosphere.

### Other Duties and Responsibilities

- Ensure confidentiality when handling sensitive information.
- Achieve the primary objectives of the position and comply with the above-mentioned accountabilities in a timely and efficient manner in accordance with ICS policies.
- Project a favorable image of the company, promote its aims and objectives, and foster and enhance public recognition and acceptance of all its areas and endeavors.
- Comply with the safety and pollution prevention regulations and operating procedures at all times, participating in all relevant meetings and training sessions.
- Participate in all mandatory training without excuse.
- Perform all other duties as requested by shipboard management or shore side.

### KNOWLEDGE, EXPERIENCE, SKILL, AND/OR ABILITY REQUIRED

- Professional experience.
- Fluent in written and spoken English.
- Communicate effectively with the senior management.
- Possess ability to lead and make decisions.
- Good administrative skills.

Calle Porta 170 Of. 507 Miraflores – Lima – Perú / Celular: 959 959 634

Email: [admission@agenciaocean.net](mailto:admission@agenciaocean.net) / [www.agenciaocean.net](http://www.agenciaocean.net)

- Experienced in coaching subordinates.
- Must be cost and quality conscious.
- Adhere to specific scheduled work hours, yet be flexible if circumstances require it.
- Work with international team members.
- Perform assigned duties under pressure (time constraints).
- Knowledge of Microsoft programs to include but not limited to, Outlook, Word, Excel, and Power Point.

#### LANGUAGE REQUIREMENTS:

- Excellent ability to speak English clearly, distinctly and cordially (intermediate level B1-B2 +).
- 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 50 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

Calle Porta 170 Of. 507 Miraflores – Lima – Perú / Celular: 959 959 634

Email: [admision@agenciaocean.net](mailto:admision@agenciaocean.net) / [www.agenciaocean.net](http://www.agenciaocean.net)

### ACTS WITH INTEGRITY

- Creates a climate of trust, mutual respect, and a professional image. Is highly organized.
- Able to work closely as member of a large team and has self-discipline throughout their time on board.
- Maintains guests' and employee confidence and protects the organization's reputation by keeping guest and company information confidential.
- Works closely and cooperates with superiors, colleagues in order to achieve the highest possible passenger satisfaction from the products served.
- Attends meetings, training activities, courses and all other work-related activities as required.
- Enhances department and company reputation by accepting ownership and accomplishing a diversity of requests while exploring opportunities to add value to job accomplishments.
- Projects a favorable image of the company, promotes its aim and objectives, and fosters and enhances public recognition and acceptance of all its areas and endeavors.

### BENEFITS:

- Contract with an average length of 6 - 8 months.
- Free food & shared accommodation (2 – 4 people per cabin).
- Crew areas activities on board (gym, crew bar, shore excursions, social activities, crew events, etc.)
- Joining tickets: As per the company standards.
- Repatriation tickets: are provided by the company.
- Visa expenses reimbursed on board.
- Earn recognition and career advancement opportunities.

Calle Porta 170 Of. 507 Miraflores – Lima – Perú / Celular: 959 959 634  
Email: [admision@agenciaocean.net](mailto:admision@agenciaocean.net) / [www.agenciaocean.net](http://www.agenciaocean.net)