



<b>Effective Date:</b> 03/17/2006	<b>Job Description</b>		<b>Update:</b> 01/30/2015
<b>POSITION TITLE</b>	Chef Tournant	<b>POSITION GRADE</b>	2 Stripes
<b>MANAGER'S TITLE</b>	Executive Sous Chef	<b>DEPARTMENT/DIV</b>	Galley

**POSITION SUMMARY**

The Chef Tournant is a direct link between the Executive Chef, Executive Sous Chef and his/her assigned production areas and outlets. The Chef Tournant's primary responsibilities are to ensure all communication, standards, policies, and expectations are communicated to his/her team and then executed flawlessly. He/she achieves the objectives through communication, organization, and training. The Chef Tournant enables his/her team by ensuring equipment and sanitation standards are always met, supplies and inventories are readily available, expectations are communicated, recipes are current, and training is on-going. The Chef Tournant is expected to be a "hands-on" supervisor who leads his/her team by example. The Chef Tournant is assigned to be directly responsible for one or more outlets or production areas in the following categories: production, alternative restaurants, buffets, or main galley. The Chef Tournant should expect to be rotated into different areas with or without advance notice in regards business demands and career development. Chef Tournant rotations are at the sole on discretion of the Executive Sous Chef and Executive Chef.

In order to consistently exceed guest expectations and provide the highest levels of product and services, additional duties and responsibilities may be assigned as needed.

**NORWEGIAN CRUISE LINE'S VISION AND MISSION**

VISION

Be the cruise line of choice.

MISSION

To provide a consistently superior cruise vacation by exceeding customer expectations and embracing our passion for innovation that delivers freedom and value for our guests, travel partners, team members and shareholders.

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**ESSENTIAL FUNCTIONS**

- Ensures all food is prepared fresh and is of the highest quality
- Strictly adheres to all recipes, methods and instructions from supervisor
- Ensures team reports to work on-time and in a clean uniform
- Maintains an organized and efficient flow of production, with regards to changes in forecasts and menus
- Ensures development of team members through on-going training
- Recognizes team members for successful achievements and contributions
- Coaches team members immediately and professionally to minimize deficiencies and provide encouragement
- Responsible for inventories to enable team members to successfully prepare mise en place
- Consistently checks temperatures in foods and follows proper procedures in regards to chilling, re-heating, and holding food.
- Maintains and reports waste log to supervisors on a daily/weekly basis
- Checks outlet(s) upon arrival to determine status of outstanding safety, or equipment issues
- Checks outlet(s) prior to leaving to ensure cleanliness, proper disposal/removal of food, and proper storing and labeling
- Maintains USPH/FDA standards
- Communicates and follows-through with appropriate departments to correct sanitation and or equipment issues
- Responsible for accuracy in daily inventories and requisitions
- Ensures proper rotation, storage temperatures, and proper storing procedures are observed
- Communicates with provisions to ensure successful coordination of requisitioning, and return to stocks, including variances, spoilage, and excess inventories
- Ensures all team members are properly equipped with uniforms, supplies, and tools
- Communicates with Food & Beverage team in regards to special events, changes in forecasts, etc.
- Keeps Executive Chef, Chef's Personal Assistant, and Executive Sous Chef apprised of challenges productions and team members
- Ensures recipes are constantly updated to reflect changes created by availability or direction from Executive Chef
- Strives to continuously improve flow of production and all other outputs by submitting ideas in writing to Executive Sous Chef
- Continuously monitors food and labor cost in accordance with CBH
- Controls and decreases waste by maintaining logs to submit daily/weekly
- Adjust production levels to meet forecast demands
- Communicates with other departments to adjust production for joint product needs
- Delegates workload to subordinates fairly and consistently while continually striving to improve flow of production
- Adjusts scheduling appropriately in order to attend mandatory meetings
- Schedules regular focus meetings with subordinates to increase communication
- Continually maintains and updates daily and weekly reports in a timely manner

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- Performs other related duties as assigned or as directed. The omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.
- Must be familiar with the Safety and Environmental Protection Policy and the SEMS, and carry out the policies and procedures appropriate for his/her position.

**DIMENSIONS**

- Ability to follow standards recipes and convert quantities mathematically.
- Ability to taste all foods to assure correct preparation.
- Supervises a team of five (5) or more crew.

**NATURE AND SCOPE**

- Strictly adheres to all recipes, methods and instructions from supervisor
- Ensures team reports to work on-time and in a clean uniform
- Maintains an organized and efficient flow of production, with regards to changes in forecasts and menus
- Ensures development of team members through on-going training
- The incumbent must be able to work in a multi-cultural environment; also, must be able to adjust to changes in schedules, assignments and deadlines.

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**QUALIFICATIONS, EDUCATION AND ATTRIBUTES**

**QUALIFICATIONS**

- Intermediate to Advanced knowledge of all basic cooking techniques is required.
- Intermediate to Advanced knowledge of Classical European, International, and World Cuisine, including cooking philosophies and principles are required.
- Basic to Intermediate knowledge and experience to lead in all areas of the galley including buffets, production, alternative restaurants and main galleys is required.
- Intermediate to Advanced knowledge of herbs, spices and flavorings, is required.
- Intermediate to Advanced knowledge of all kitchen equipment, tools, and supplies is required.
- Minimum of one (1) year supervisory experience on cruise ship or high volume hotel/restaurant is required.
- Minimum of one (1) year experience in a high production volume restaurant/hotel is required.
- Minimum of one (1) year experience in a fine dining or upscale restaurant is required.
- Minimum of three (3) years of general culinary experience is required.
- Intermediate to Advanced level English verbal and writing skills, including the proper use of English grammar is required.
- Intermediate to Advanced skills in typing and computer software skills (Microsoft Word, Excel, Fidelio, AS400, Micros) are required.
- Intermediate to Advanced experience and ability to convert recipes from metric to U.S. and vice versa for both volume and weight is required.

**EDUCATION**

- Highschool Diploma or Foreign Equivalent is required
- Associates degree, Technical degree or foreign equivalent from a Culinary School is preferred.

**ATTRIBUTES**

- Flexibility to work any shift in any area of responsibility without notice
- Ability to provide leadership, motivation and training
- Proactive, Team Player, Problem Solver
- Passionate about hospitality and customer service driven
- Must have a professional appearance and good hygiene
- Respect for all co-workers and guests
- Pride in your work by creating positive energy, excitement and fun
- Able to work 7 days a week
- Demonstrate positive behaviors; smiling, being polite and courteous
- Able to develop a camaraderie with team members
- Ability to live in close quarters, share limited space with other cabin-mates



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**PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, all team members are required to stand; walk long distances on the ship; use hands to touch, handle or feel; reach with hands and arms; talk, hear, taste and smell. All vessel positions require repetitive motion of bending, climbing, going up and down stairs and lifting more than 25 pounds. This job requires specific vision abilities to include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- All team members must be physically able to participate in emergency life saving procedures and drills. All vessel positions require full use and range of arms and legs as well as full visual, verbal and hearing abilities to receive and give instructions in the event of an emergency including the lowering of lifeboats.
- Work within different temperature changes—indoors to outdoors.
- Able to pass basic safety course.
- This is a minimal description of duties. Other work requirements may be necessary and assigned as business or maritime law dictates.

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