



(manual section is applicable for above companies)

HUMAN RESOURCES

Revision 63 : August/09/2011

Chapter 8 - .03 Culinary Operations

8.03.10 Galley Steward

Position Description

Position Title: **Galley Steward**

Revised Date: **12/09/2010**

POSITION SUMMARY

Maintains the cleanliness of all food preparation work areas, keep all galley equipment and utensils in clean and orderly condition, procedures of CAWG and AWP by performing the following essential duties and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All duties and responsibilities are to be performed in accordance with Royal Caribbean International's Gold Anchor Standards, SQM standards, USPH, HACCP, CAWG and AWP guidelines, environmental, and work place safety policies and procedures.

The work assignments are usually categorized as follows: day cleaner, night cleaner, potwasher, dishwasher, waste disposal, loading team, island team.

The work stations or areas are usually categorized as follows:

- Main Galley
- Windjammer Galley
- Room service
- Employee galley
- Solarium

On Radiance, Voyager and Freedom class ships include additional galleys such as but not limited to:

- Portofino
- Chops
- Jade
- Seaview
- Johnny Rockets™
- Sorrentos
- Commissary.

- Café Promenade

Oasis class ships include additional venues such as but not limited to:

- Seafood Shack
- Giovanni's Table
- 150 Central Park
- Prep Galley's deck 7
- Park Café.
- Wipeout Cafe

In accordance with Royal Caribbean International's philosophy of *Anchored in Excellence*, each employee conducts oneself in a professional and courteous manner at all times. This consists of physical and verbal interactions guests or fellow shipboard employees and/or in the presence of guest contact and crew areas.

Each culinary shipboard employee reports to their workstation assignment on time and properly groomed and dressed according to Royal Caribbean International's Gold Anchor Standards. This includes a clean uniform and company provided Cap (no tie down stocking cap), nametag, and specified safety shoes.

1. Maintains the cleanliness of galley work areas and follows CAWG proper washing and sanitation of assigned work area, deck, and ceiling, walls, washing pots, pans, equipment, dishes, glasses and silverware. Utilizes proper USPH sanitation procedures at all times and practices careful handling of all Galley equipment so as to avoid damage through neglect or carelessness.
2. Each culinary shipboard employee must learn and follow *Clean As We Go* program, whereby cleaning knowledge of all electrical or non electrical equipment is detailed. Related Equipments are being categorized as follows but not limited to: deep fat fryer, combi oven, stove tops, grills, salamanders cook & hold, tilting pan or tilting pot, Soup kettles and more
3. *Clean As We Go* training is conducted by your direct Supervisor, he/she provides training of cleaning and how to operate all equipment in assigned area to you.
4. Sweeps and clean galley deck, scuppers, walls and ceilings as required using the proper tools and machinery provided.
5. Wash, rinse and sanitizes all Galley elevators on a daily basis, using minimal water.
6. Pre wash-food from dirty dishes and washes by hand or places in racks or on conveyor to dishwashing machine, ensuring there is enough space between them for proper washing rinsing and sanitizing as machine is used. Wash, rinse and sanitize all dirty utensils, pots and pans, ensure stored correctly as clean and let air-dry
7. Ensure correct use of company provided PPE (Personal Protecting Equipment), which includes; face mask and its filter, goggles, gloves and aprons, by following MSDS data sheet recommendation posted in your work area.
8. Report any equipment failure as seen to your direct Supervisor; ensure all machinery parts are put back in place as cleaning process is completed.
9. Washes worktables, counters, shelves, scullery machinery, trolleys, galley hood system and ventilation, using the 3 bucket system. Garbage bins are left washed rinsed and sanitized in end of workday.
10. Responsible of transporting used oil from all Galley areas to the incinerator room using

the correct/designated container, quantity of oil must be recorded in the provided log sheets.

11. Ensure operating knowledge of AWP system (Advanced Waste Water Purification) or Vacuum system, used for food waste only –no silver or other objects to enter the system.
12. Segregates and removes waste from all Galley areas and transports to incinerator room, Ensure separation of food waste from none food waste ready for AWP vacuum system disposal, plastic and paper, cans, china & glass.
13. Transfers supplies and equipment between storage and work areas. Loads or unloads supplies, food and beverage products in the provision room as needed.
14. May participate in the set up of banquet tables & barbeques including setup on outer island, following company guidelines.
15. May assist in washing and peeling vegetables, scampi preparation, lobster cleaning and other food related pre- preparation may be assigned
16. Maintains silver wares and china wares sparkling clean (may require soaking in chemical dip) follow cleaning procedures of plate covers, ensure correct storages of all china and glasses to minimize breakages when handled or stored.
17. Ensure assigned work schedules are correctly recorded and in compliance of Time & Attendance policies. Seek approval from your direct Supervisor for any overtime inquired due to business needs.
18. Attends meetings, training activities, courses and all other work-related activities as required. Performs related duties as required. 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. Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management.

QUALIFICATIONS

Minimum hiring, language and physical requirements to perform the job.

Hiring Requirements:

- Minimum one year previous kitchen steward experience, preferably in a 4 or 5 star restaurant, hotel or high volume food service facility.
- Completion of high school or basic education equivalency preferred.

Internal Candidate Requirements:

In addition to the stated hiring requirements, internal candidates are required to fulfill the following:

Completion of one full contract with a performance rating of satisfactory or above.

Language Requirements:

- Ability to speak English clearly, distinctly and cordially with guests.
 - Ability to read and write English in order to understand and interpret written procedures.
- 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.

All shipboard employees must be physically able to participate in emergency life saving 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. Ability to lift and/or move up to 50 pounds.

Related Entries:

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END OF SECTION