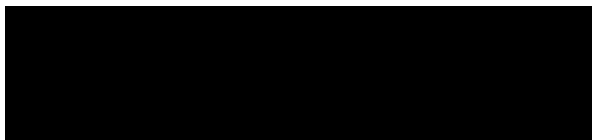


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Position: Assistant Bar Manager

Department: Hotel/Bar

Rank: Officer

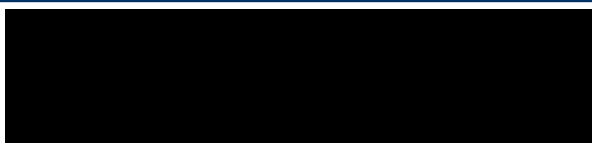
Department Head: Bar Manager

Immediate superior on board: Bar Manager

1. Responsibility

- (1) Strict compliance with safety, environmental and hygiene regulations (PH / ShipSan, ISM, ISO & SQM, TUIC service standards
- (2) Knowledge of the assigned safety role number on the muster roll and the special tasks in case of emergency
- (3) Compliance the internal onboard rules and regulations
- (4) Responsible for the smooth running in the work area
- (5) Compliance with the Quality standards in area of responsibility
- (6) Active implementation of product philosophy
- (7) Careful handling of Company properties and maintenance of work materials and tools. In case of negligence, the job holder is liable.
- (8) Has to work closely with the direct supervisor, including regular reporting of conflicts and disturbances in workflow.
- (9) Participation in special tasks such as Luggage service, ship supply, in case of increasing the OPP level etc.
- (10) As part of shipyard stays and pre-opening, additionally non-function-specific tasks has to be done as directed
- (11) The authority to instruct the employees in the area of responsibility (see organizational chart)
- (12) Supervision, organization, instruction and training subordinate / assimilated employees with appropriate documentation as required
- (13) Properly stow and store of goods and equipment according to the highest safety standard level
- (14) To control and maintain logs and checklists in accordance with company specifications
- (15) To control cleaning and cleaning works
- (16) In special cases also more flexible use in other service areas
- (17) Overall responsible for the smooth and up-to-standard workflow in the whole Bar Department including the related administrative tasks in close cooperation with the Bar Manager
- (18) To ensure the implementation of the given recipes and standards in the Bar Department
- (19) Monitoring and training of strict compliance with safety, environmental and hygiene regulations (PH / ShipSan, ISM / ISO and SQM, TUIC service standards) in the area of responsibility

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- (20) Control, implementing and ensuring the proper stow and storing of goods and equipment in accordance to the highest safety standard level
- (21) Create, review and forward food-, beverage- and Hotel store orders for the work area in accordance to the given budget and other requirements
- (22) Full responsibility of planning, implementation, monitoring and evaluation of inventories in close cooperation with the Controlling Department in the area of responsibility
- (23) Planning and organization of special events
- (24) Checking procedures of routine tasks, such as set ups as well as storing of goods and equipment up to standard
- (25) Verification and inspection of ordering processes in the area of responsibility
- (26) Implement, guidance, control and availability of logs and checklists in strict accordance to the given company standards
- (27) Voyage reporting as instructed
- (28) Supervision, organization, instruction and training subordinate / assimilated employees with appropriate documentation as required
- (29) To Control the strict compliance of the onboard regulations in the area of responsibility
- (30) In special situations, flexible deployment planning of employees in all of the service tasks (luggage service, ship supply, in the course OPP level rise, etc.)
- (31) Contact person for the passengers in case of complaints with appropriate administrative documentation
- (32) Personnel reviews
- (33) Constant improvement of the workflow and standards, including input for manuals and regulations

2. Qualification / Job experience

- (1) Qualified training in an hotel or restaurant
- (2) Many years of job experience as Bar Manager or Asst. Bar Manager, if possible on board a cruise vessel
- (3) Economical, budget-orientated thinking and the ability to analyze business targets
- (4) Very good product knowledge of the bar beverages and the bar operation including the associated calculations
- (5) Save in budget related work and the ability to display and analysis of economic targets
- (6) Fluent in written and spoken German (min. Berlitz level 6)
- (7) Fluent in written and spoken English
- (8) High service commitment to passengers and employees
- (9) Experience in complaint management
- (10) Very good computer skills (MS Office, FIDELIO MMS, POS system Rescom or similar systems)
- (11) Very good educational background

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3. Personal requirements

- (1) Minimum age 24 years
- (2) Leadership skills, authority, flexibility and organizational skills
- (3) Integrity
- (4) Safe and confident appearance, good manners
- (5) Cost and quality awareness
- (6) Communication skills
- (7) Team player
- (8) Ability to work under pressure
- (9) Ability to motivate employees
- (10) Very well groomed appearance

4. Area of responsibility

- (1) In coordination with the Bar Manager responsible and entitled to make decisions for all service processes throughout the bar area

5. Proxy

Barchef