

Date of Issue/Rev: 2012-07-19 Rev – No: 0 Full Document Code: TUI C – FOM –03.02.03.05(E)	<b>TUI CRUISES Fleet Operation Manual</b>	<b>DOC TYPE: CHAPTER:</b>	<b>JOB DESCRIPTION GALLEY MANAGEMENT</b>
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**Area:** 03.02.03. GALLEY  
**Subject:** JOB DESCRIPTION  
CHEF DE PARTIE

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**Position:** Chef de Partie

**Department:** Hotel / Galley

**Rank:** Crew

**Immediate superior on board:** Executive Chef

### 1. Responsibility

- (1) Responsible for the up-to-standard work flow in the assigned work area of the Galley and the related administrative tasks, in close cooperation with the Executive Chef.
- (2) Food preparation in strict adherence to the given standards.
- (3) Ensure all operations are carried out with the utmost economy consistent with the agreed quality and hygiene standards.
- (4) Contribution to the food, beverage and consumables orders for the work area in strict adherence to budget-related and other requirements.
- (5) Acceptance and checking of deliveries in the assigned work area.
- (6) Implementation and checks of the professional, economic storage of all foodstuffs and equipment in compliance with the agreed hygiene and quality standards, with special regard to the compliance with expiry dates.
- (7) Strict adherence to all agreed regulations (USPH/HACCP, ISM/ISO, SQM, TUI Service standards), especially with regard to security, environment and hygiene regulations in his/her area of responsibility.
- (8) Safe storage assistance in adverse weather.
- (9) Notification and handling of all relevant (unusual) events, such as damages, repairs, security violation etc.
- (10) Responsible for equipment set ups as well as storing of goods and equipment up to standard.
- (11) Preparation and regular checks of logs and check lists.
- (12) Planning, organisation, documentation of inventories.
- (13) Examination and control of stock movements and orders in the area of responsibility.
- (14) Instruction, training, and supervision of the assigned crew (including documentation).
- (15) Duty roster planning.
- (16) Personnel reviews.
- (17) Special events assistance.
- (18) Cleaning/sanitizing of the work area (incl. utensils + equipment), using the PPE (personal protective equipment).
- (19) In special case loading and suitcase service assistance.
- (20) Always aims at continuous improvement.
- (21) Active implementation of the philosophy behind the product.
- (22) Constant improvement of the work flow and standards, including input for manuals and regulations.

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- (23) Secure the careful handling of the company's properties.
- (24) Knowledge of the assigned security roll number (from the ship's articles) and the assigned duties in case of an emergency.
- (25) During take-over and shipyard times, additional tasks have to be fulfilled if required.

## 2. Qualification / Job experience

- (1) Qualified training as a cook
- (2) Many years of job experience in a comparable position in a modern, high standard hotel's or restaurant's Galley, if possible onboard a cruise vessel.
- (3) Economical, budget-orientated thinking; ability to understand business targets
- (4) Good knowledge of inventory management
- (5) Very good knowledge regarding food, ingredients, recipes (modern, international cuisine) as well as food-cost calculations and production control of passenger and crew menus.
- (6) Very good knowledge of all cleaning procedures, cleaning agents, chemicals (including storage) and especially of the U.S.P.H. standards.
- (7) Business fluent in written + spoken German and English
- (8) Living up to service
- (9) Good IT knowledge, especially in MS Office, FIDELIO, Fidelio Cruise, Micros
- (10) Good educational background

## 3. Personal requirements

- (1) Minimum age 23
- (2) Management skills, authority, flexibility, self discipline
- (3) Strong organising ability
- (4) Respectful, friendly and professional conduct towards passengers and crew
- (5) Integrity
- (6) Poise, very good manners
- (7) Cost and quality awareness
- (8) Good communicator
- (9) Team player
- (10) Ability to work under pressure
- (11) Ability to motivate employees
- (12) Well groomed appearance

## 4. Area of responsibility

- (1) Responsible for the work flow in the assigned work area in the Galley
- (2) Technical superior to all crew and staff in the assigned work area in the Galley

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**5. Proxy**

Demi Chef de Partie

