

Date of Issue/Rev: 2012-07-19 Rev – No: 0 Full Document Code: TUI C – FOM –03.02.03.16(E)	TUI CRUISES Fleet Operation Manual	DOC TYPE: CHAPTER:	JOB DESCRIPTION GALLEY MANAGEMENT
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Area: 03.02.03. GALLEY
Subject: JOB DESCRIPTION
CHIEF
BAKER
Page: 1 of 3

Position: Chief Baker

Department: Hotel / Galley

Rank: Crew

Immediate superior on board: Sous Chef

1. Responsibility

- (1) Responsible for the up-to-standard work flow in the bakery and the related administrative tasks, in close cooperation with the Sous Chefs.
- (2) Preparation of all bakery products 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) Supervision and training of the strict adherence to all agreed regulations (USPH/HACCP, ISM/ISO, SQM, TUIC 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) Regular inspections of the work area with special regard to hygiene, cleanliness, safety and repairs.
- (12) Preparation and regular checks of logs and check lists.
- (13) Planning, organisation, documentation of inventories.
- (14) Examination and control of stock movements and orders in the area of responsibility.
- (15) Instruction, training, and supervision of the assigned crew (including documentation).
- (16) Duty roster
- (17) Personnel reviews
- (18) Special events assistance
- (19) Cleaning supervision and assistance
- (20) In special cases loading and suitcase service assistance
- (21) Always aim at continuous improvement
- (22) Active implementation of the philosophy behind the product
- (23) Constant improvement of the work flow and standards, including input for manuals and regulations.

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-------------------------------------------------------------------------------------------------	----------------------------------------------------	-------------------------------------	--------------------------------------------------------------

Area: 03.02.03. GALLEY
Subject: JOB DESCRIPTION
CHIEF
BAKER
Page: 2 of 3

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

2. Qualification / Job experience

- (1) Qualified training as a Baker
- (2) Many years of job experience as a Baker in a bakery or in a larger hotel, if possible onboard a cruise vessel.
- (3) Economical, budget-orientated thinking; ability to analyse and explain business targets
- (4) Good knowledge of inventory management
- (5) Very good knowledge regarding bakery products, ingredients and recipes as well as calculations and production control
- (6) Good knowledge of all cleaning procedures, cleaning agents, chemicals (including storage) and especially of the U.S.P.H. standards.
- (7) Good command of the German and the English language (written + spoken)
- (8) Living up to service
- (9) IT knowledge, especially in MS Office, FIDELIO, Fidelio Cruise, Micros
- (10) Good educational background

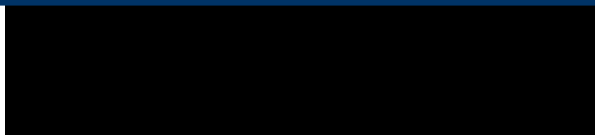
3. Personal requirements

- (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 Bakery
- (2) Technical superior to all crew and staff in the Bakery

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Area: 03.02.03. GALLEY
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CHIEF
BAKER

Page: 3 of 3

5. Proxy

First Baker