

Date of Issue/Rev: 2012-07-19 Rev – No: 0 Full Document Code: TUI C – FOM –03.02.03.04(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  
SOUS CHEF

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**Position:** Sous Chef  
**Department:** Hotel / Galley  
**Rank:** Officer  
**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) Jointly responsible for the implementation and realisation of quality standards, with special regard to menus, buffets, theme night including food-cost calculation and operating procedures
- (3) Executive Sous Chef's proxy in case of his absence
- (4) Ensure all operations are carried out with the utmost economy consistent with the agreed quality and hygiene standards
- (5) Compilation and checking of the food, beverage and consumables orders for the work area in strict adherence to budget-related and other requirements
- (6) Regular inspections of the Galley and stores, including pantries, lockers, crew mess and officers mess with regard to cleanliness, hygiene, maintenance, safety, and especially the adherence to all agreed standards (written documentation)
- (7) 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.
- (8) 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
- (9) To secure safe storage in adverse weather
- (10) Notification and handling of all relevant (unusual) events, such as damages, repairs, security violation etc.
- (11) Responsible for equipment set ups as well as storing of goods and equipment up to standard.
- (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) Personal communication with the passengers, contact person for the passengers in case of complaints with regard to the food area
- (16) Instruction, training, and supervision of the assigned crew (including documentation)
- (17) Duty roster planning, including flexible planning in special cases
- (18) Personnel reviews

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- (19) Cleaning supervision
- (20) Always aim 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.
- (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 management position in a larger hotel's Galley, if possible onboard a cruise vessel.
- (3) Strong economical, budget-orientated thinking; ability to analyse and explain business targets
- (4) Very 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) Experience in complaint management
- (9) Living up to service
- (10) Good IT knowledge, especially in MS Office, FIDELIO, Fidelio Cruise, Micros
- (11) Good educational background

## 3. Personal requirements

- (1) Minimum age 28
- (2) Management skills, authority, flexibility, self discipline
- (3) Strong organising ability (Duty roster)
- (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

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**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

**5. Proxy**

Another Sous Chef

