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| Date of Issue/Rev: 2012-07-06 Rev – No: 0 Full Document Code: TUI C – FOM –03.04.03.11.(E) | TUI CRUISES Fleet Operation Manual | DOC TYPE: CHAPTER: | JOB DESCRIPTION BAR MANAGEMENT |
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Area: 03.04.03.BAR
Subject: JOB DESCRIPTION
TRAINEE BAR
STEWARD

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Position: Trainee Bar Steward

Department: Hotel / Bar

Rank: Crew

Immediate superior on board: Bar Manager

1. Responsibility

- (1) Responsible for the work flow in the assigned Bar area.
- (2) Responsible for smooth and up-to-standard work in the assigned Bar area, especially for the implementation of the agreed standards and recipes.
- (3) 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
- (4) Serving of all bar beverages in strict adherence to the set recipes and standards.
- (5) Ensure all operations are carried out with the utmost economy consistent with the agreed quality standards.
- (6) Implementation and checks of the professional storage of all equipment in compliance with the agreed standards
- (7) Notification and handling of all relevant (unusual) events, such as damages, repairs, security violation etc.
- (8) Active contribution to the compilation and checking of the food, beverage and consumables orders for the work area in strict adherence to budget-related and other requirements.
- (9) Checking procedures of routine tasks, such as set ups as well as storing of goods and equipment up to standard.
- (10) Preparation and regular checks of logs and check lists
- (11) Inventory planning, examination and control of stock movements and orders in the area of responsibility
- (12) Organisation of special events
- (13) Loading and suitcase carrying assistance
- (14) Service assistance (only in special cases)
- (15) Cleaning and sanitizing of workplace and utensils, wearing/using PPE (personal protective equipment).
- (16) Always aim at continuous improvement
- (17) Active implementation of the philosophy behind the product
- (18) Secure the careful handling of the company's property, the complete stock and working tools.
- (19) Knowledge of the assigned security roll number (from the ship's articles) and the assigned duties in case of an emergency.
- (20) During take-over and shipyard times, additional tasks have to be fulfilled if required.

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2. Qualification / Job experience

- (21) Qualified training in an hotel or restaurant
- (22) Economical, budget-orientated thinking; ability to understand business targets
- (23) Knowledge of inventory management
- (24) Knowledge of all beverages (including wine) served in a bar, and of the related calculations.
- (25) Good command of the German and English language
- (26) Living up to service
- (27) Good educational background

3. Personal requirements

- (1) Minimum age 20
- (2) Authority, flexibility and organising ability, sensitivity
- (3) Integrity
- (4) Good manners
- (5) Cost and quality awareness
- (6) Good communicator
- (7) Team player
- (8) Ability to work under pressure
- (9) Very well groomed appearance

4. Area of responsibility

Responsible for the work flow in the assigned Bar area

5. Proxy

Another Trainee Bar or Bar Waiter