

JOB DESCRIPTION	Main Responsibilities	Asst Inventory Officer – JD Description	Relevance ***	PM Form
		Prepares every day the Daily Food Cost, in order to check if the value of the daily consumptions is correct, in accordance with Company procedures	3	<input type="checkbox"/>
		Provides to invoice and reconcile the customer orders for F&B Department, in order to check if the orders inserted report correct data, in compliance with Company procedures	3	<input type="checkbox"/>
		Reports every day the correct stock on hand to the Provision Master and to the Assistant Provision Master, adhering to Company procedures	3	<input type="checkbox"/>
		Assists the Inventory Officer in any task as per request, in order to support the Department in accordance with Company procedures and standards	3	<input type="checkbox"/>
		Reconciles all invoices after the loading, in order to report to the Inventory Officer any discrepancies, following Company procedures	3	<input type="checkbox"/>
		Takes care of the correct inserting of data and checks the correspondence between the items and the Market Master in order to report the Master Orders ready to be send to the shore side offices, respecting Company procedures	2	<input type="checkbox"/>
		Monitors the par stock levels in the Central Stores in order to report to the Inventory Officer any excessive amounts of items or critical situations of either for excess or lack of stock, in accordance with Company procedures	2	<input type="checkbox"/>
		Keeps CrunchTime Customer Orders of Food, Beverage, Hotel and Photo updates, in order to check if the code and the description items are the correct ones and keeps a constant coordination with the Provision Master and the Hotel Storekeeper	1	<input type="checkbox"/>
		Reports to the Inventory Officer any non conformity or malfunctioning in the Store Rooms (cells, fans, sprinkler, alarms, etc.) and monitors if the procedures of Safety Material Management, Health and	1	<input type="checkbox"/>

		Sanitation Management and Environmental Management are respected by the personnel of the stores		
		Facilitate a work environment that supports a successful safety culture. Is responsible for ensuring that his/her team implements and maintains an effective Hess management system. Enforce and promote Safety procedures in the team/Department under responsibility	3	