

JOB DESCRIPTION	Main Responsibilities	Hotel Director - JD Description	Relevan. ***	PM Form
		Manages the daily operations and coordinates the work of the various hotel departments to ensure a high quality of service as per Company procedures	3	✓
		Works closely with the corporate offices and the head of departments on board in order to continuously improve the product offer (i.e. F&B, shore excursions, entertainment programmes etc.)	3	✓
		Ensures quality expectations of passengers and guarantee that standards set by the Company are fulfilled	3	✓
		Supervises the Administrative Director's tasks, being accountable personally for the data reported in the cashbooks	3	✓
		Ensures all crewmembers are adequately trained and exhorting the Head of department to involve the crewmembers in training activities	3	✓
		Participates or delegates an Hotel Department Head to attend medical visits for the food-handlers personnel organized by the Chief Ship's Doctor	3	✓
		In case of emergency, responds directly to the Captain to ensure an efficient routing of the Guests to the muster stations	3	✓
		Ensure that all Guest's cabins are provided with the safety information and the instructions to be follow in case of emergency	3	✓
		Prepares reports at the end of each cruise, sharing them with corporate offices and putting corrective measures in place	2	
		Is responsible for the effective management of the on board revenues and the achievement of all related targets	2	
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			