



(manual section is applicable for above companies)

HUMAN RESOURCES

Revision 63 : August/09/2011

Chapter 8 - .03 Culinary Operations

8.03.15 Chef de Partie 3

Position Title: **Chef de Partie 3**

Date: 5/11/2010

POSITION SUMMARY

Supervises and coordinates activities of a particular workstation engaged in preparing and cooking food products for various outlets per instruction of the direct supervisor onboard. The CDP 3 position is an entry level for the fleet. A CDP1 usually on a smaller class ships with less outlets and Guest count. This position should be developed to become a future CDP 2 and CDP 1 in all management responsibility, knowledge, skills and craftsmanship and has been certified into the position by the Culinary Trainer, Pastry or Bakery Supervisor / Corporate Chef.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All duties and responsibilities are to be performed in accordance with Royal Caribbean International's Gold Anchor Standards, SQM policy, corporate recipe standard, and onboard public health control plan for Food Safety and HACCP guidelines, environmental, and work place safety policies and procedures. Each shipboard employee may be required to perform all functions in various food service venues and galleys throughout the ship. The work stations or areas are usually categorized as follows:

- Main Galley including Butcher, Commissary, Pastry and Bakery
- Windjammer Galley
- Room service
- Crew galley

- Solarium

Radiance, Voyager and Freedom class ships to include additional galleys such as but not limited

to:

- Portofino
- Chops Grille
- Jade
- Seaview
- Johnny Rockets™
- Sorrentos
- Café Promenade/Café Latte Tude

Oasis class ships to include additional venues such as but not limited to:

- Giovanni's Table
- 150 Central Park
- Seafood Shack
- Support galleys on Deck 7
- Park Café
- Wipeout Café
- Café Mondo
- Donut Shoppe
- Chefs Table
- Concierge dining
- Vitality Cafe
- Cup Cake Shoppe
- Solarium Bistro
- Doghouse
- Rita's Cantina

1. In accordance with Royal Caribbean International's philosophy of *Anchored in Excellence*, each employee conducts one's self in a professional and courteous manner at all times. This consists of physical and verbal interactions with Guests or fellow shipboard employees and/or in the presence of Guest contact and crew areas.

2. Each culinary shipboard employee reports to their workstation assignment on time, properly groomed and dressed according to Royal Caribbean International's Gold Anchor standards. This includes a clean uniform, name tag, Chef's hat, apron, hair net for ladies, calibrated thermometer, red neck scarf with silver color neck slide, (red scarf with gold color neck slide on ship class without any allocated CDP 1 positions in the par level), company approved specified safety shoes and wearing appropriate PPE according to assigned tasks.
3. On a daily basis, meets with the Sous Chef and/or CDP 1, to review the requirements of the day's meals and time frames for restaurant service. Reads menu to estimate food and time requirements to ensure speed and efficiency. Follows daily flowchart with regard to menus and any other food products that may be required from the station of responsibility. Follows and studies Company recipe cards and procedures. Use the production sheets and meal counts information to produce the correct amount of required food products.
4. Supervises the assigned workstation functions. Assigns duties and responsibilities to employees. Fully responsible for organizing work schedule and controlling over time of assigned section, ensure Time and Attendance policy is followed by each member of his/her team. Notifies Sous Chef and/or CDP 1 regarding anomalous work schedules and time records. Informs the Sous Chef / Executive Sous Chef / Executive Chef of any crew members who do not follow time & attendance procedures, and is required to report any crew member who is working more than 10 hours a day. Observes and evaluates employees and work procedures to ensure quality standards and service level is met. Ensures that their station has proper staffing and communicates this with their supervisor.
5. Ensures that food items are prepared, and presented according to corporate recipe standards set by the Director, Culinary Operations. Ensures food is set up 15 minutes before required time and adequate amounts are prepared. On a ship class where there is no allocated CDP 1 or CDP 2 position in the par level, the following also applies to the CDP 3 position. The CDP 3 is responsible for food products from the area of their responsibility that is used in different food outlets and shall follow up on the serving and maintaining of the food products. The CDP 3 has to visit other food outlets and/or decks to check food products to ensure they are maintained and up to Company standards. Works closely with the Sous Chef and CDP's in other outlets with regard to communication to ensure the level and quality.
6. Trains and monitors entry level cooks and Chefs for proper service. Provides on-the-job training to strengthen their current performance and in preparation for possible advancement to promotional positions. Ensures that all their junior co-workers are doing on-the-job training by ensuring that each crew member reads the Level 1 & 2 Culinary Training Manual to prepare themselves for certification in the *Royal Culinary Academy at*

Sea Training Program. Crew members already enrolled in the culinary training program shall be supported, coached, trained and developed per the training program guidelines and the Culinary Succession Planning tool. Trains junior co-workers in every aspect of the job per company standards. Organizes the daily workstation operation to ensure speed, efficiency, procedures and all the aspects of the job are being followed.

7. Conducts an inventory of the items in the workstation storage. Determines the day's food requirements and prepares daily requisitions in Crunch Time for approval of the Sous Chef. Reviews the quality and quantity of the delivery and accepts the shipment. Shows responsibility for achieving the food cost budget for the assigned workstation.
8. Apply at all times HACCP and onboard sanitation, hygiene standard, complying with ship's international itinerary. Acquire proficiency in regards to standard regulation about proper food storage, correct food preparation and safe food temperature. Learn about OPP and practice common procedure to prevent outbreak. Monitors workstation and staff for adherence to those procedures. On a ship class where there is no allocated CDP 1 position in the par level, the following also applies to the CDP 3 position; conducts on-the-job training with Commis to ensure that all crew members working in their area of responsibility know the onboard Public Health Control Plan for preparing, holding, storing, re-heating and serving food. Conduct training and follow up on record keeping of Blast Chiller and cooling logs of the Blast Chiller in their area of responsibility or the Blast Chiller being used on a daily basis.
9. Knows and operates all equipment according to standard operating procedures. Reports all out of order equipment directly to their supervisor. Conducts documented training of Commis in operating, cleaning and maintaining machinery and tools according to Company Workplace Safety program. Has the responsibility to prevent and rectify any action that may results in injury to Guests or crew members under their direct supervision using safety observation. Report any unsafe acts, near misses or accidents to the Executive Chef immediately.
10. If assigned to work in any of the company's private destination, consider safety of one's self, colleagues and guests. Be familiar with the nearest first aid station, location of safety equipment and routes around the island's work stations. Ensure to provide Guests with professional and friendly service at all times. Responsible to secure company properties and food products brought to the island. Must work in best sanitary condition applying on board standard of hygiene and cleanliness.
11. Practice ergonomic exercise such as stretching before reporting to work. Required to report first stage of illness or health disorder to immediate supervisor.
12. Works with all galley personnel in a cooperative, productive and effective manner.
13. Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters,

steam kettles, etc. Tests equipment to ensure accuracy of temperature gauges, heating or cooling elements, etc. Reports to the Sous Chef and/or CDP 1 all malfunctions and requests necessary repairs.

14. Adds seasoning to foods during mixing or cooking to appeal to the demographics of the guests. Monitors, supervises and tests foods being cooked by tasting, smelling and using a thermometer to ensure the correct internal temperature has been reached before serving the food. Attends daily food tasting per Executive Chef's instructions.
15. Controls, stores and/or disposes over production food items according to Royal Caribbean International's Gold Anchor Standards.
16. Supervises and participates in cleaning the workstations during and after meal preparation. Enforces and follows onboard cleaning procedures for work surfaces, all related equipment and utensils. Supervises the assembly of the workstation for the next meal preparation shift. This includes cleaning and preparing food storage areas and refrigerators.
17. Attends meetings, training activities, courses and all other work related activities as required. Reads Level 1 & 2 and Level 3 & 4 Culinary Training Manuals to prepares for the culinary course Certification and to develop his/her knowledge to pass on to junior co-workers.
18. Demonstrates the ability to take over other assigned stations as a CDP 3 depending on the station and class of ships, at any given time. Improves the work environment in their area of responsibility and reports directly to their supervisor if any abnormal behavior or incidents have been noticed.
19. Acquire a good amount of knowledge in regards to AWP and vacuum infeed station. Train subordinates on proper garbage separation and advise them no Cooks are allowed to put anything in the vacuum infeed units around the galley.
20. CDP 3 prepares to be able to step up as a temporary CDP 1 or Sous Chef depending on ship class when it is required in the operation.
21. Performs related duties as required. This position description in no way states or implies that these are the only duties to be performed by the shipboard employee occupying this position. Shipboard employees will be required to perform any other job-related duties assigned by their supervisor or management. Works closely with the Sous Chef regarding the evaluation progress for 90 days, mid-contract and end-of-contract evaluations for employees under his/her supervision and completes hand-over notes for his/her assigned station prior to signing off.

QUALIFICATIONS

Minimum hiring, language and physical requirements to perform the job.

Hiring Requirements:

- Proof of cook apprenticeship completion or equivalency.
- Four to six years experience cooking and preparing food in a 4 or 5 star hotel, restaurant or high volume food service facility.
- Ability to read, interpret and demonstrate the preparation of recipes for all basic meat, fish, sauce and side dishes. The demonstration includes advanced cooking methods such as braise, sauté, broil and grill and the use of a variety of knives to slice, dice, chop, julienne, etc.
- Ability to work with minimum supervision and able to train member of the team.
- Extensive knowledge of food handling procedures with regard to public health standards.
- Ability to work positively and cooperatively in a diverse team environment to meet overall established time frames for the entire food service operation.
- Ability to learn and utilize knowledge of policies and practices involved in the human resources function. Ability to supervise an international team of entry-level cooks and chefs in a positive and productive manner by motivating, developing and managing employees as they work. Ability to utilize and administer the disciplinary action process through coaching and counseling to improve performance or recommend termination of employment.
- Ability to communicate tactfully with department heads, coworkers and other shipboard employees to resolve problems and negotiate resolutions.
- Completion of high school or basic education equivalency preferred.
- Computer knowledge, required.

Internal Candidate Requirements:

In addition to the stated hiring requirements, internal candidates are required to fulfill the following:

- Completing with passing score both theoretical and practical in Commis 1 Certified Commis Exam.

- Two to four contract internally as a Commis 1 or Demi Chef de Partie with a performance rating of satisfactory or above.
- Ability to enforce on board public health standard.
- Cross trained within stations, ie. Bakery, Pastry, Butcher or other galley stations, ie. Crew Dining and Specialty Outlet, etc.
- Ability to promote teamwork.
- Knowledge of food cost target and ratings, required.
- Ability to understand special food requirement of Guests; i.e.; vegetarian, allergy, lactose intolerance, etc.
- Internal computer knowledge of operating system; i.e., Crunchtime, GOLD Anchor Standard Vault and SQM Policy is required.

Language Requirements:

- Ability to speak English clearly, distinctly and cordially with guests.
- Ability to read and write English in order to understand and interpret written procedures. This includes the ability to give and receive instructions in written and verbal forms and to effectively present information and respond to questions from guests, supervisors and co-workers.
- Ability to speak additional languages such as Spanish, French or German, preferred.

Physical Requirements:

While performing the duties of this job, the shipboard employee is regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

All shipboard employees must be physically able to participate in emergency life saving procedures and drills. Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats. Ability to lift and/or move up to 50 pounds.

Related Entries:

END OF SECTION