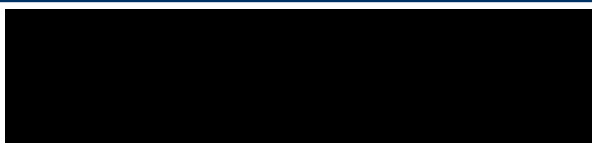


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BAR STEWARD
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Position: Bar Steward

Department: Hotel / Bar

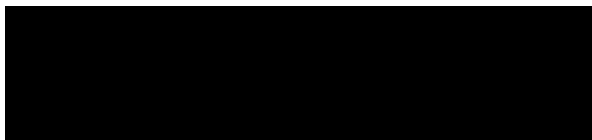
Rank: Crew

Immediate superior on board: Bar Manager

1. Responsibility

- (1) Responsible for the work flow in the assigned Bar area and the related administrative tasks in close cooperation with the Bar Keeper.
- (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, TUI C 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) Acceptance and checking of deliveries
- (9) 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
- (10) Checking procedures of routine tasks, such as set ups as well as storing of goods and equipment up to standard.
- (11) Preparation and regular checks of logs and check lists
- (12) Inventory planning, examination and control of stock movements and orders in the area of responsibility
- (13) Organisation of special events
- (14) Training and supervision of the assigned crew
- (15) Loading and suitcase carrying assistance
- (16) Service assistance (only in special cases)
- (17) Cleaning and sanitizing of workplace and utensils, wearing/using PPE (personal protective equipment).
- (18) Always aim at continuous improvement
- (19) Active implementation of the philosophy behind the product
- (20) Contact person for the passengers in case of complaints
- (21) Constant improvement of the work flow and standards, including input for manuals and regulations.
- (22) Secure the careful handling of the companies property and the complete stock of sales items and working tools

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- (23) Knowledge of the assigned security roll number (from the ship’s articles) and the assigned duties in case of an emergency.
- (24) During take-over and shipyard times, additional tasks have to be fulfilled if required.

2. Qualification / Job experience

- (1) Qualified training in an hotel or restaurant
- (2) At least 1 year of job experience as a Bar Waiter, if possible onboard a cruise vessel.
- (3) Economical, budget-orientated thinking; ability to understand business targets
- (4) Good knowledge of inventory management
- (5) Good knowledge of all beverages (including wine) served in a bar, and of the related calculations.
- (6) Good command of the German and English language
- (7) Living up to service
- (8) Good IT knowledge, especially in MS Office, FIDELIO MMS, cashier system Rescom or similar systems
- (9) 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

- (1) Responsible for the work flow in the assigned Bar area

5. Proxy

Another Bar Steward (Waiter)